



REGULAR BOARD MEETING AGENDA

TUESDAY, OCTOBER 22, 2019

6:00 PM

THE FORUM

PARKSVILLE CIVIC & TECHNOLOGY CENTRE

1. CALL TO ORDER AND INTRODUCTIONS

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

3. ADOPTION OF THE AGENDA

Recommendation:

THAT the Board of Education of School District No. 69 (Qualicum) adopt the agenda as presented (*or, as amended*).

4. APPROVAL OF THE CONSENT AGENDA

- | | | |
|----|--|---------|
| a. | Approval of Regular Board Meeting Minutes: September 24, 2019 | p 1-7 |
| b. | Ratification of In Camera Board Meeting Minutes: September 24, 2019 | p 8 |
| c. | Approval in Principle for a Kwalikum Secondary School student trip to Calgary from May 19-20, 2020. | p 9-13 |
| d. | Approval in Principle for a Kwalikum Secondary School student trip to Belize during Spring Break 2020. | p 14-24 |
| e. | Final Approval for Kwalikum Secondary School student trip to Japan during spring break, March 11-23, 2020. | p 25-33 |
| f. | Receipt of Ministry News | |
| | • Winners of the 2019 Premier's Awards for Excellence in Education announced | p 34-35 |
| g. | Receipt of Reports from Trustee Representatives | |
| | • Oceanside Building Learning Together Coalition – Trustee Young | p 36 |
| | • French Advisory Council – Trustee Young | p 37 |
| h. | Receipt of Status of Action Items – October 2019 | p 38 |

Recommendation:

THAT the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of October 22, 2019, as presented (*or, as amended*).

5. DELEGATIONS/PRESENTATIONS (10 MINUTES EACH)

-
- 6. BUSINESS ARISING FROM THE MINUTES**
- a. Postponed Motion Re: Cessation of Category 4 and 5 Field Experiences (Trips)**
To be considered after Item 13
- Recommendation:*
THAT the Board of Education of School District 69 (Qualicum) will not condone or sanction long distance, category 4: Out of Province (Canada and Continental United States) and category 5: Extended Off-Continent Field Experiences (*Trips*).
- 7. MOUNT ARROWSMITH TEACHERS' ASSOCIATION**
- 8. CANADIAN UNION OF PUBLIC EMPLOYEES (LOCAL 3570)**
- 9. DISTRICT PARENTS ADVISORY COUNCIL**
- 10. PUBLIC QUESTIONS AND COMMENTS (WRITTEN)**
- 11. ACTION ITEMS**
- 12. INFORMATION ITEMS**
- a. Education Update** (Gillian Wilson)
- b. Superintendent's Update** (Keven Elder)
- c. 2019-20 District Enhancing Student Learning Brochure** (Keven Elder)
- d. Class Size Report: October 18, 2019 Snapshot** (Gillian Wilson) **p 39**
- 13. EDUCATION COMMITTEE OF THE WHOLE REPORT** (Trustee Godfrey) **p 40**
- a. Climate Action Task Force**
- Recommendation:*
THAT the Board of Education of School District 69 (Qualicum) create a Climate Action Task Force comprised of students, staff and community members; and,
THAT the mandate of the Task Force will be to review what the school district and community are doing to support climate action initiatives.
- 14. POLICY COMMITTEE OF THE WHOLE REPORT** (Trustee Young) **p 41-43**
- a. Rescinding of Policy 3000: Foundational Principles** **p 44-46**
- Recommendation:*
THAT the Board of Education of School District 69 (Qualicum) rescind Board Policy 3000: *Foundational Principles* at its Regular Board Meeting of October 22, 2019.

-
-
- b. Provision of Menstrual Products** p 47
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) approve first reading of Board Policy 7011: *Provision of Menstrual Products* at its Regular Board Meeting of October 22, 2019.
- c. Bylaw 3 – Meetings of the Board** p 48-57
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) approve second reading to adopt the revisions to Board Bylaw 3: *Meetings of the Board of Education* at its Regular Board Meeting of October 22, 2019.
- d. Bylaw 6 – Indemnification** p 58-61
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) approve second reading to adopt the revisions to Board Bylaw 6: *Indemnification* at its Regular Board Meeting of October 22, 2019.
- e. Long Term Policy Manual Review** p 62
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) approve the long term policy manual review project as proposed by Superintendent Elder in his memo dated September 26, 2019.
- 15. FINANCE & OPERATIONS COMMITTEE OF THE WHOLE REPORT** *(Trustee Flynn)* p 63-69
- 16. REPORTS FROM TRUSTEE REPRESENTATIVES TO OUTSIDE ORGANIZATIONS**
- 17. TRUSTEE ITEMS**
- 18. NEW OR UNFINISHED BUSINESS**
- 19. BOARD CORRESPONDENCE AND MEDIA**
- 20. PUBLIC QUESTION PERIOD**
- 21. ADJOURNMENT**



REGULAR BOARD MEETING MINUTES

TUESDAY, SEPTEMBER 24, 2019

6:00 PM

THE FORUM

PARKSVILLE CIVIC & TECHNOLOGY CENTRE

ATTENDEES

Trustees

Eve Flynn	Chairperson
Julie Austin	Vice-Chairperson
Laura Godfrey	Trustee
Elaine Young	Trustee
Barry Kurland	Trustee

Administration

Keven Elder	Superintendent of Schools
Ron Amos	Secretary Treasurer
Gillian Wilson	Associate Superintendent of Schools
Vivian Collyer	Director of Instruction
Chris Dempster	General Manager of Operations
Adam Stefiuk	Vice-Principal, Arrowview Elementary School Qualicum District Principals/Vice Principals' Association
Karin Hergt	Executive Assistant (Recording Secretary)

Education Partners

Mount Arrowsmith Teachers' Association (MATA)
Canadian Union of Public Employees (CUPE) Local 3570
District Parent Advisory Council (DPAC)

1. CALL TO ORDER

Chair Flynn called the meeting to order at 6:00 p.m.

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

Chair Flynn acknowledged that the Board was meeting on the unceded territory of the Coast Salish people and thanked the Qualicum and Nanoose First Nations for sharing their shared territories with the District.

She then noted that September 30th is Orange Shirt Day and October 5 is National Teachers' Day.

3. ADOPTION OF THE AGENDA

19-84R

Moved: Trustee Austin *Seconded:* Trustee Godfrey

THAT the Board of Education of School District No. 69 (Qualicum) adopt the agenda as amended.

CARRIED UNANIMOUSLY

4. APPROVAL OF THE CONSENT AGENDA

- a. Approval of Regular Board Meeting Minutes: August 27, 2019
- b. Approval of the Special Board Meeting Minutes: August 27, 2019
- c. Ratification of In Camera Board Meeting Minutes: August 27, 2019
- d. Receipt of Ministry News
 - Education by the numbers
 - New grades 11-12 curriculum helps students reach their potential
 - Increased funding to improve students' mental health
 - Make immunization reporting part of the back-to-school routine
 - New ECE spaces provide career paths for students, relief for families
 - SOGI summit begins school year with priorities on student, Indigenous voices
- e. Receipt of Reports from Trustee Representatives
 - Oceanside Building Learning Together Coalition – Trustee Young
 - Indigenous Education Advisory Committee – Trustee Godfrey
- f. Status of Action Items – August 2019

19-85R

Moved: Trustee Godfrey *Seconded:* Trustee Young

THAT the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of September 24, 2019 as amended.

CARRIED UNANIMOUSLY

5. DELEGATIONS/PRESENTATIONS**a. 2018-19 Audited Financial Statements**

Ms. Kelly Olsen, and Ms. Leanne Souchuck, representing the district's audit firm of McGorman MacLean, presented the 2018-19 Audited Financial Statements and reported that they presented fairly in all material respects as at June 30, 2019 and no significant deficiencies were noted in the audit process.

Secretary Treasurer Amos drew the Board's attention to the financial statement discussion and analysis, which articulated specific events and provided context to broaden understanding of the financial statements from the impact on the workings of the school district.

6. BUSINESS ARISING FROM THE MINUTES

None

7. MOUNT ARROWSMITH TEACHERS' ASSOCIATION (MATA)

Debbie Comer, President, commented that she had begun visiting schools to see how startup was going and to advise members of teacher supports as well as student and staff committees. Several members expressed feeling stressed with changes that were made to MyEdBC as well as new staff and new administrators learning to work with one another and how each school is run.

She then thanked the Board for the learning opportunity earlier in the day with Dr. Ross Greene. She is looking forward to implementing some of the ideas and strategies provided.

8. CANADIAN UNION OF PUBLIC EMPLOYEES (CUPE) LOCAL 3570

No Report

9. DISTRICT PARENT ADVISORY COUNCIL (DPAC)

Andrea Button, President, reported that she and other parents also enjoyed the presentation by Dr. Ross Green and appreciated being invited. She also inquired whether parents would also be able to join the follow-up conversation scheduled for October 7th.

Associate Superintendent Wilson stated that parents would be welcome to attend the follow-up conversation.

10. PUBLIC QUESTIONS AND COMMENTS (WRITTEN)

None

11. ACTION ITEMS**a. 2018-19 Audited Financial Statements**

Secretary Treasurer Amos reviewed Note 14 of the financial statements and outlined the Board's formal process of funds being put aside for special projects which is required for the restricting of surplus funds.

i. Internally Restricted Funds**19-86R**

Moved: Trustee Young *Seconded:* Trustee Godfrey

THAT the Board of Education of School District No. 69 (Qualicum) accept the Schedule of Internally Restricted Surplus as presented.

CARRIED UNANIMOUSLY

ii. 2018-19 Audits Financial Statements**19-87R**

Moved: Trustee Kurland *Seconded:* Trustee Godfrey

THAT the Board of Education of School District No. 69 (Qualicum) approve the 2018-19 Audited Financial Statements as presented.

CARRIED UNANIMOUSLY

b. Appointment of Auditor for 2019-20**19-88R**

Moved: Trustee Kurland *Seconded:* Trustee Godfrey

THAT the Board of Education of School District 69 (Qualicum) appoint the firm of McGorman McLean as the School District 69 (Qualicum) auditor for the 2019-2020 fiscal year.

CARRIED UNANIMOUSLY

It was suggested that, in order to practice due diligence, the Board consider putting the audit out to tender for the 2020-2021 audit.

12. INFORMATION ITEMS

a. Educational Programs Update

Associate Superintendent Wilson reported on the following district initiatives and events:

- Appreciation for the insight and collaborative work she has been undertaking with Dr. Collyer, Director of Instruction.
- Acknowledgement of the frustrations for staff with the changes that were made to MyEdBC and appreciation for all staff for the work they are doing from screening to data entry.
- Further to the presentation by Dr. Ross Greene, the next steps to implementing some of his ideas will be shared at the October Education Committee of the Whole meeting.
- A half day conversation was held with the Kindergarten teachers as part of the gradual entry day for students. The meeting was also an opportunity to look at the new Early Years Framework document which was responded to in draft last year. The Framework aligns with the K-primary program and outlines how to ensure staff are incorporating what is being learned about students for the first 2000 days.
- Consideration is being given to a new primary program similar to STREAM. Staff will gauge the interest of parents in the community as well as identifying a suitable site. An update will be provided to the Board early in the new year.

b. Education Planning Update

Superintendent Elder reported on the following activities taking place in the area of education planning:

- September 30th is the deadline to report enrollment to the Ministry of Education. At this point, it appears the district may slightly exceed enrollment projections. Any additional funding would be directed to supporting students.
- Appreciation to all district staff and partners for getting us so well into the year so fluidly and so early.
- Physical Literacy has been an interest of the board over the past couple of years. Although it has not come in front of the Board since the spring, committee work is being done. A recent meeting was held with support from staff from the West Vancouver School District, Play Oceanside and PacificSport Vancouver Island to determine what Physical Literacy can look like when it is at its best. Our goal is to ensure people are conversant with what physical literacy is and how everyone can be involved with keeping young people active. There are clear connections between cognitive and social-emotional development and being physically active in all types of ways. The Superintendent will continue to bring updates to the board through partnership with PacificSport and Play Oceanside.
- The Dr. Ross Greene presentation was well received with many employees and partners from community agencies in attendance. He thanked the support staff who were working at district sites and missed the presentation. Consideration will be given to determine a way to also share with them Dr. Ross Greene's ideas of learning to focus on a person's lagging skills rather than on behaviours.
- Dr. Elder and Rosie MacLeod-Shannon will be representing the district at a meeting on October 16th as part of the First Nations Education Steering

Committee to discuss the BC Tripartite Education Agreement in support of First Nations communities and learners.

- Dr. Elder will be attending the annual joint meeting of provincial representatives and the Deputy Minister of Education on October 17th.
- Secretary Treasurer Amos and the Board Chair will be attending an Education Partner Liaison meeting on October 18th.
- The District continues to be optimistic about provincial bargaining between the employer agent, BCPSEA, and the BC Teachers Federation.

13. EDUCATION COMMITTEE OF THE WHOLE REPORT

a. School Codes of Conduct

19-89R

Moved: Trustee Godfrey *Seconded:* Trustee Kurland
THAT the Board of Education of School District 69 (Qualicum) accept the School Codes of Conduct for the 2019-2020 school year as presented, once any imbedded policy numbers are corrected.
 CARRIED UNANIMOUSLY

b. Use of Student Artwork on District Communications

Trustee Godfrey suggested that the use of student artwork be promoted so that students were aware that the district staff would welcome their submissions to be included in district communications

19-90R

Moved: Trustee Godfrey *Seconded:* Trustee Austin
THAT the Board of Education of School District 69 (Qualicum) encourages the use of SD69 student artwork to be included where possible in any communication.
 CARRIED UNANIMOUSLY

The topic was forwarded to the Education Committee of the Whole for further discussion as to who would direct the use of student artwork and how it would be promoted.

14. POLICY COMMITTEE OF THE WHOLE REPORT

a. Board Bylaw 3: Meetings of the Board of Education

19-91R

Moved: Trustee Young *Seconded:* Trustee Godfrey
THAT the Board of Education of School District 69 (Qualicum) approve first reading to adopt the revisions to Board Bylaw 3: *Meetings of the Board of Education* at its Regular Board Meeting of September 24, 2019.
 CARRIED UNANIMOUSLY

b. Board Bylaw 6: Indemnification

19-92R

Moved: Trustee Young *Seconded:* Trustee Godfrey
THAT the Board of Education of School District 69 (Qualicum) approve first reading to adopt the revisions to Board Bylaw 6: *Indemnification* at its Regular Board Meeting of September 24, 2019.
 CARRIED UNANIMOUSLY

15. FINANCE & OPERATIONS COMMITTEE OF THE WHOLE REPORT**a. Ballenas Track Renewal Steering Committee Terms of Reference**

Superintendent Elder presented the Terms of Reference for the Ballenas Track Renewal Steering Committee as directed by the Board at the August Board Meeting.

19-93R

Moved: Trustee Flynn *Seconded:* Trustee Young

THAT the Board of Education of School District 69 (Qualicum) adopt the proposed terms of reference for, and the recommended membership of, the Ballenas Track Renewal Steering Committee.

CARRIED UNANIMOUSLY

16. REPORTS FROM REPRESENTATIVES TO OUTSIDE ORGANIZATIONS

None

17. TRUSTEE ITEMS**a. Board Committee and Representative Appointments**

Chair Flynn noted the changes to the board committee trustee representative appointments.

b. Liaison Schools

Chair Flynn noted the changes to the trustee liaison appointments.

c. Cessation of Category 4 and 5 Field Experiences (Trips)

Trustee Kurland stated that it is the Board's responsibility to demonstrate a leadership role. Further to scientific research and a call across the world for climate action, Trustee Kurland proposed that the Board cease category 4 and 5 field experiences for students in order to reduce CO2 emissions.

19-94R

Moved: Trustee Kurland *Seconded:* Trustee Austin

THAT the Board of Education of School District 69 (Qualicum) will not condone or sanction long distance, category 4: Out of Province (Canada and Continental United States) and category 5 (Extended Off-Continent) Field Experiences (Trips).

19-95R

Moved: Trustee Austin *Seconded:* Trustee Young

THAT the Board of Education of School District 69 (Qualicum) postpone the following motion to the October Board meeting:

THAT the Board of Education of School District 69 (Qualicum) will not condone or sanction long distance, category 4: Out of Province (Canada and Continental United States) and category 5 (Extended Off-Continent) Field Experiences (*Trips*).

CARRIED UNANIMOUSLY

19-96R

Moved: Trustee Austin *Seconded:* Trustee Young

THAT the cessation of Category 4 and 5 field experiences topic be referred to the October Education Committee of the Whole for discussion as a priority item.

CARRIED UNANIMOUSLY

- d. **Final Approval for Kwalikum Secondary School student trip to Switzerland, Italy, Monaco, France and Spain during Spring Break 2020**

19-97R

Moved: Trustee Flynn *Seconded:* Trustee Godfrey

THAT the Board of Education of School District 69 (Qualicum) give final approval for a Kwalikum Secondary School student trip to Switzerland, Italy, Monaco, France and Spain during Spring Break 2020.

CARRIED

Trustee Young abstained

18. NEW OR UNFINISHED BUSINESS

None

19. BOARD CORRESPONDENCE AND MEDIA

- a. **Letter of Appreciation from Vancouver Island University re: Student Teacher Placements**

20. PUBLIC QUESTION PERIOD

Trustees/senior administrators received comments and/or answered questions on the following topics:

- The future of the English and French language programs at Oceanside Elementary School.
- The proposed cessation of Category 4 and 5 field experiences (trips) and the inclusion of Board Policy 5020: *Field Experiences (Trips)* as a reference document on the October Education Committee of the Whole agenda.
- The potential affect of Ross Greene’s presentation’s on the wording in future school codes of conduct.

21. ADJOURNMENT

Trustee Godfrey moved to adjourn the meeting at 7:38 p.m.

CHAIRPERSON

SECRETARY TREASURER



IN-CAMERA MEETING

**SECTION 72 REPORT
September 24, 2019**

ATTENDEES:

Trustees

Eve Flynn	Chairperson
Julie Austin	Vice Chairperson
Elaine Young	Trustee
Laura Godfrey	Trustee
Barry Kurland	Trustee

Administration

Dr. Keven Elder	Superintendent of Schools
Ron Amos	Secretary Treasurer
Gillian Wilson	Associate Superintendent of Schools

The Board of Education discussed the following topics:

- Audited Financial Statements
- Personnel
- Labour Relations
- Legal Matters
- Land

The Board of Education passed motions regarding the following topics:

- Personnel
- Land

Chairperson

Secretary Treasurer



KWALIKUM SECONDARY SCHOOL

Working together to realize our full potential

Principal: Lori Marshall, lmarshall@sd69.bc.ca
Vice-Principal: Lesley Rowan, lrowan@sd69.bc.ca

Sept. 30, 2019

School District 69 (Qualicum)
PO Box 430, 100 Jensen Avenue East
Parksville, BC
V9P 2G5

Board of Education – School District 69 (Qualicum)

This letter will stand as my support for the Kwalikum Secondary School Student Field to Calgary May 19 – May 24, 2020 to attend the Canadian National Music Festival. This trip has been planned by teachers Dan Craven and Crystal-Anne Howell.

Please see attached itinerary for details.

We would ask that the Board grant approval in principle for this exciting trip.

Respectfully submitted,

Ms. Lori Marshall
Kwalikum Secondary School

Copy: Dan Craven, Crystal-Anne Howell, Sponsoring Teachers

**Kwalikum Secondary School
Music Program**

September 26, 2019

Re: Calgary Musicfest Canada Field Experience;

We are requesting approval in principle to take our Band and Choir students to participate in the Canadian National Music Festival (Musicfest Canada), which takes place in Calgary from May 19th – 24th 2020.

Musicfest Canada is an invitation-only festival, hosting ensembles from across Canada that have qualified to participate through outstanding regional festival performances. Our students performed at a very high level last year, and as a result qualified for the Nationals.

Students will have an opportunity to perform alongside other outstanding students from across Canada, and will receive an educational clinic from a top Canadian musician/educator, based on their performance. Students will also have the opportunity to experience workshops given during the days that we are at the festival, and attend concerts featuring the best Canadian Musicians.

Another important aspect of the festival is the opportunity individual students will have to audition for the National Honour Ensembles. These ensemble are comprised of the most outstanding students at the festival, and are a gateway to the festival's extensive awards, bursaries and scholarships. Former KSS student Jon Challoner received a full 4-year tuition scholarship to Canada's leading jazz program at this festival. We have a number of students this year who have progressed to a very high level of musicianship, and who are serious contenders for these awards.

We provide an assignment requiring students to write a brief summary of what they experienced and learned from their educational experiences during workshops. We also require students to see and hear other music groups and write a critique of the performance they have heard. This is a great activity for students to use concepts they have learned during their workshop experiences.

In addition to the above, students will be engaged in numerous school and community performances throughout the spring to demonstrate the progress of their learning and enrich the arts culture in their community.

Please contact us if you have any questions regarding our proposed tour.

Crystal-Anne Howell
Kwalikum Secondary School
chowell@sd69.bc.ca

Dan Craven
Kwalikum Secondary School
dcraven@sd69.bc.ca



FORM SD69-FE04A

Category 4 Field Experience

REQUEST FOR PRELIMINARY APPROVAL (APPROVAL IN-PRINCIPLE)

Out of Province but within Canada and/or Continental USA or Off-Continent

RECEIVED
01/09/2019

Definition: Excursions of this type require an additional level of approval by not only the Principal, but also by the Board of Education. These field experiences involve travel outside of British Columbia, where students can be immersed in the language and culture of another area (e.g.: cultural and linguistic exchanges, music competitions, etc.)

APPROVAL CHECKLIST (Check if answer is yes)

- Have you referred to the Field Experiences Resource Book for additional policy information and risk-assessment guidelines?
- Has the field experiences excursion been organized in compliance with School District 69 (Qualicum) Board of Education policies, particularly Policy 5020 Field Experiences (Trips) and Field Experiences (Trips) Resource Book?
- Have you ensured that appropriate supervision ratios have been met (See Field Experiences Resource Book - Supervision Ratios)
- Plan to ensure appropriate level of supervision and support for students based on gender/gender identity attached
- Will the Parent Consent Form include appropriate detail, including: reference to a developed safety plan, reference to student behavior expectations, details of the activities to be undertaken during the excursion.
- Educator-in-charge to forward following information to School Principal for review and approval:
 - Form SD69-FE04A Request for Preliminary Approval of Category 4 Field Experiences
 - Cover letter from Educator-in-charge outlining specific objectives, proposed follow-up activities, and presentation(s)
 - Parent Information Letter
 - Schedule/itinerary
 - Class List
 - Third Party Waiver (if applicable)
 - DRAFT Service Provider Proposal, Agreement and/or Contract

- In addition to above information, Educator-in-charge MUST have on file:
 - FORM SD69-FE14 Category 3 and/or Category 4 Field Experience Educator-in-charge Checklist
 - FORM SD69-FE15 Category 3 and/or Category 4 Field Experience Educator-in-charge Planning form

- Principal to forward copy of following information to District Office for review and Board of Education approval:
 - Cover letter from Educator-in-charge
 - Letter of Support from Principal requesting preliminary approval from the Board of Education
 - FORM SD69-FE04A Request for Preliminary Approval of Category 4 Field Experiences
 - Parent Information Letter
 - Schedule/itinerary
 - Third Party Waiver (if applicable)
 - DRAFT Service Provider Proposal, Agreement and/or Contract

SCHOOL NAME: KWALIKUM SECONDARY SCHOOL

Educator-in-Charge: Dan Craven/Crystal-Anne Howell

Proposed Destination: Calgary, Alberta

Proposed Departure Date: May 19, 2020 **Proposed Return Date:** May 24, 2020

Area of Study: Music **Grades:** 8-12

Educational Purpose of Trip: Musical Enrichment at the National Music Festival

Total No. of Students: 50

Total Projected Cost: TBD

Projected Cost per Student: \$650 **Projected Built-in Cost per Teacher:** \$450 **Projected Cost to Teacher (if any):** 0

Proposed Excursion Details (Planning Form attached): Yes No (if no, please explain below)

Plan to ensure appropriate level of supervision and support for students based on gender/gender identity. Indicate if supervisors will be teachers, volunteers or other:

Two teacher supervisors and other parent supervisors

Category 4 Out of Province Field Experience – Preliminary Approval

Educator-in-Charge (please print): Crystal-Anne Howell	Date (day/month/year): 26/09/2019	Educator-in-Charge signature: <i>Crystal-Anne Howell</i>
Principal Name (please print): Lori Marshall	Date (day/month/year): 26/09/19	Signature indicating preliminary approval: <i>L Marshall</i>
Board of Education or designate (please print):	Date (day/month/year):	Signature indicating preliminary approval:

District Office distributes as follows: **Original:** District Office; **Copy 1:** School Office; **Copy 2:** Educator-in-charge

THE NATIONALS
MUSICFEST CANADA

FINALES NATIONALES

Calgary 2020

The KSS Music Department is proposing a trip to MusicFest Canada (the Nationals), which takes place from May 19th – May 24th, 2020. The purpose of the festival is to give students the opportunity to perform, receive a clinic, and to see the best groups and professionals from across Canada perform. The trip will also involve other musical, cultural and educational experiences, dependent on festival scheduling.

Attached please find a draft itinerary, trip information form, a behavior expectation statement from the hotel, a map of local dining establishments, a district permission form, and an account statement.

Meals on this trip are not included. **Students will be required to pay for meals individually.** A suggested allotment for food would be \$15 per meal. Please adjust these estimates to suit your child's individual nutritional requirements. GROUP PHOTOS can be purchased directly from the photographer at \$22 each, if desired.

School Board mandatory policies will be in effect from the time we leave the school on Tuesday, May 19th until Sunday, May 24th when we return (24 hours per day). Parents of any students found to be in contravention of these policies will be contacted, and school administration will determine the ensuing course of action. A nightly curfew of 11:00 pm is in effect, and students will be required to be in their own assigned rooms after this time.

Students should be sure to bring their full uniform, instruments and music, clothing for 6 days including wet weather gear, swimsuit for the hotel pool (open, weather permitting), homework, and food to offset meal costs if desired. Luggage is limited to one suitcase and one bag/backpack.

This trip is open to all KSS music students in grades 9-12, as well as any students in Concert Choir. To register, please return the attached documents along with a \$200 deposit by **DATE TBD**. Subsequent payments for this trip will be due on a schedule **TBA**. Please make cheques payable to Kwalikum Secondary School.

We are looking forward to an excellent trip!

Mr. Craven
deraven@sd69.bc.ca

Ms. Howell
chowell@sd69.bc.ca

KSS MusicFest - Calgary Trip Itinerary

Day One: Tuesday, May 19

Travel Day - arrive at hotel approximately 9:30pm. Departure time TBD.

11:00pm Curfew (everyone in own rooms).

Day Two-Six: Wednesday, May 20-Saturday, May 23

Festival Performance Days - schedule to be determined.

Other activities include concerts and other culturally enriching experiences.

Day Six: Sunday, May 24

Return travel day, times TBD



KWALIKUM SECONDARY SCHOOL

Working together to realize our full potential

Principal: Lori Marshall, lmmarshall@sd69.bc.ca
Vice-Principal: Lesley Rowan, lrowan@sd69.bc.ca

September 16, 2019

School District 69 (Qualicum)
PO Box 430, 100 Jensen Avenue East
Parksville, BC
V9P 2G5

Board of Education – School District 69 (Qualicum)

This letter will stand as my support for the Kwalikum Secondary School Student Field Trip to Belize during Spring Break 2020. This trip is being planned by teacher Anne Crossley

Please see attached itinerary for details.

We would ask that the Board grant approval in principle for this exciting trip.

Respectfully submitted,

Lori Marshall
Kwalikum Secondary School

Copy: Anne Crossley



KWALIKUM SECONDARY SCHOOL

Working together to realize our full potential

Principal: Lori Marshall, lmarshall@sd69.bc.ca

Vice-Principal: Lesley Rowan, lrowan@sd69.bc.ca

September 16, 2020

School District 69 (Qualicum)
PO Box 430, 100 Jansen Avenue East
Parksville, BC
V9P 2G5

Board of Education – School District 69 (Qualicum)

It is my intent, along with my colleague, Gord Dodd, to offer students at KSS an opportunity to travel to Belize during the March break of 2020. Students will be able to experience the diverse ecosystems and learn of the flora and fauna of the region. During their travels, they will also be immersed in the local eco-tourism and adventures such as rafting, a canopy tour, a school visit, hiking, and snorkeling.

Students will be exposed to learning opportunities while on the trip that will compliment such curricular areas as earth science, biology, geography, social studies and physical education. If students wish, they can also earn a four credit IDS course if they follow and complete the learning plan. A follow up power point presentation of the trip can be developed by the students and presented to both the KSS student body and the district.

This is an exciting opportunity for our students to experience travel in a country with a very different culture, climate and ecosystems.

Sincerely,

Anne Crossley
Biology Teacher
KSS



FORM SD69-FE04A

Category 4 Field Experience

REQUEST FOR PRELIMINARY APPROVAL (APPROVAL IN PRINCIPLE)

Out of Province but within Canada and/or Continental USA or Off-Continent

RECEIVED
SEP 25 2019

Definition: Excursions of this type require an additional level of approval by not only the Principal, but also by the Board of Education. These field experiences involve travel outside of British Columbia, where students can be immersed in the language and culture of another area (e.g.: cultural and linguistic exchanges, music competitions, etc.)

APPROVAL CHECKLIST (Check if answer is yes)

- Have you referred to the Field Experiences Resource Book for additional policy information and risk-assessment guidelines?
- Has the field experiences excursion been organized in compliance with School District 69 (Qualicum) Board of Education policies, particularly Policy 5020 Field Experiences (Trips) and Field Experiences (Trips) Resource Book?
- Have you ensured that appropriate supervision ratios have been met (See Field Experiences Resource Book - Supervision Ratios)?
- Plan to ensure appropriate level of supervision and support for students based on gender/gender identity attached
- Will the Parent Consent Form include appropriate detail, including: reference to a developed safety plan, reference to student behavior expectations, details of the activities to be undertaken during the excursion.
- Educator-in-charge to forward following information to School Principal for review and approval:
 - Form SD69-FE04A Request for Preliminary Approval of Category 4 Field Experiences
 - Cover letter from Educator-in-charge outlining specific objectives, proposed follow-up activities, and presentation(s)
 - Parent Information Letter
 - Schedule/Itinerary
 - Class List
 - Third Party Waiver (if applicable)
 - DRAFT Service Provider Proposal, Agreement and/or Contract
- In addition to above information, Educator-in-charge MUST have on file:
 - FORM SD69-FE14 Category 3 and/or Category 4 Field Experience Educator-in-charge Checklist
 - FORM SD69-FE15 Category 3 and/or Category 4 Field Experience Educator-in-charge Planning form
- Principal to forward copy of following information to District Office for review and Board of Education approval:
 - Cover letter from Educator-in-charge
 - Letter of Support from Principal requesting preliminary approval from the Board of Education
 - FORM SD69-FE04A Request for Preliminary Approval of Category 4 Field Experiences
 - Parent information Letter
 - Schedule/Itinerary
 - Third Party Waiver (if applicable)
 - DRAFT Service Provider Proposal, Agreement and/or Contract

SCHOOL NAME: KSS
 Educator-in-Charge: Anne Crossley
 Proposed Destination: Belize
 Proposed Departure Date: March 16, 2020 Proposed Return Date: March 26, 2020
 Area of Study: Belize Mayan Culture and Ecotourism Grades: 11/12
 Educational Purpose of Trip: Central American geography, Belizean Culture, tropical ecosystems, school system in a developing country
 Total No. of Students: 12
 Total Projected Cost: \$3623 X # of students participating
 Projected Cost per Student: \$3623 Projected Built-in Cost per Teacher: Projected Cost to Teacher (if any): \$300

Proposed Excursion Details (Planning Form attached): Yes No (If no, please explain below)

Plan to ensure appropriate level of supervision and support for students based on gender/gender identity. Indicate if supervisors will be teachers, volunteers or other:
 Yes

Category 4 Out of Province Field Experience – Preliminary Approval

Educator-in-Charge (please print): Anne Crossley	Date (day/month/year): Sept. 20, 2019	Educator-in-Charge signature:
Principal Name (please print): Lori Marshall	Date (day/month/year): Sept. 20/19	Signature indicating preliminary approval:
Board of Education or designate (please print):	Date (day/month/year):	Signature indicating preliminary approval:

District Office distributes as follows: Original: District Office; Copy 1: School Office; Copy 2: Educator-in-charge



FORM SD69-FE06

Field Experience

Student Behaviour Expectations Contract

(Required for Category 2, Category 3, and Category 4 Field Experiences)

Name of Trip: Adventure in Belize

Date(s) of Trip: March 16 - 23, 2020

Educator(s)-in-Charge: Anne Crossley

Volunteer Supervisor(s): TBD

During this field experience, each student will be acting as a representative of our school and class. As such, it is expected that every student will conduct himself or herself in a manner that reflects positively on our school community. All students are expected to follow the School Code of Conduct during this trip. In addition, please be reminded that:

Highlight of Specific Behavioural Expectations:

As per student code of conduct at KSS

Consequences:

For this field experience, the following consequences, in addition to the consequences outlined in the School Code of Conduct, have been set in place:

No further field trips

Agreement:

I understand the expectations of behavior and accept the consequences that will be applied should I choose to violate these expectations:

Student Name (please print):	Date (day/month/year):	Student Signature:
Parent Name (please print):	Date (day/month/year):	Parent Signature:
Educator-in-charge Name (please print): Anne Crossley	Date (day/month/year): 23/09/19	Educator-in-charge Signature:



Educational Tours

Watch videos, read
reviews, and enroll on your
teacher's Tour Website

eftours.com/

This is also your tour number

ADVENTURE IN BELIZE

7 of 8 days | Belize City | Cayo region | Ambergris Caye

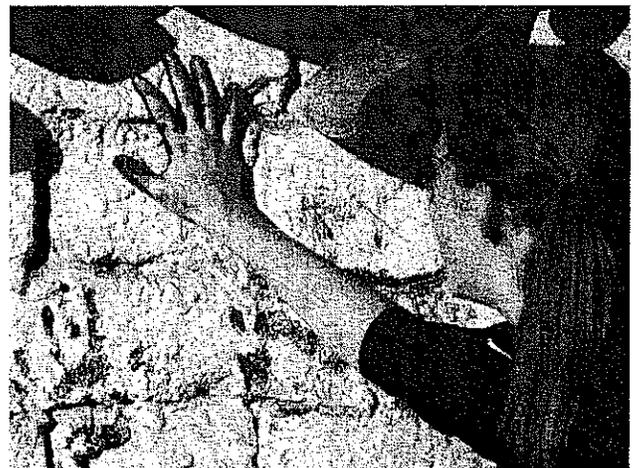
Belize is Central America's eco-frontier, a young nation with ancient roots that welcomes you with diverse ecosystems and wildlife, as well as different languages and cultures. Discover the mysteries of the Maya civilization, zipline through lush jungles, and snorkel in the crystal-clear Caribbean.

EVERYTHING YOU GET:

-  **Full-time Tour Director**
-  **Sightseeing:** 1 sightseeing tour led by an expert, licensed local guide
-  **Entrances:** Lamanai Ruins; Old Sugar Mill; guided jungle hike; cave tubing; canopy tour; Xunantunich Ruins; Chaa Creek Natural History Center; Belize Zoo; snorkeling
-  **Experiential learning:** Local exchange
-  **weShare:** Our personalized learning experience engages students before, during, and after tour, with the option to create a final, reflective project for academic credit.
-   **All of the details are covered:** Round-trip flights on major carriers; comfortable motorcoach; boat; 6 overnight stays in hotels (7 with extension); 3 meals daily (days 2-6 and day 7 with extension); dinner on arrival day; breakfast on departure day



Ambergris Caye



Anyone can see the world.

YOU'RE GOING TO EXPERIENCE IT.

As you can see, your EF tour includes visits to the places you've learned about in school. That's a given. But it's so much more than that. Immersing yourself in new cultures—surrounded by the people, the language, the food, the way of life—creates inspirational moments that can't be listed in an itinerary. They can only be experienced.

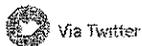
And the experience begins long before you get your passport stamped and meet your *Tour Director* in your arrival city. It begins the moment you decide to go. Whether it's connecting with other travelers on Facebook, Twitter, or Instagram, or delving deeper into your destinations with our personalized learning experience, *weShare*, the excitement will hit you long before you pack your suitcase.

When your group arrives abroad, everything is taken care of so you can relax and enjoy the experience. Your full-time Tour Director is with your group around the clock, handling local transportation, hotels, and meals while also providing their own insight into the local history and culture. *Expert local guides* will lead your group on sightseeing tours, providing detailed views on history, art, architecture, or anything you may have a question about.

When your journey is over and you're unpacking your suitcase at home, you'll realize the benefits of your life-changing experience do not end. They have just begun.

@EFtours I attribute my college semester abroad to the love for travel I discovered on an EF Tour in high school #traveltuesday

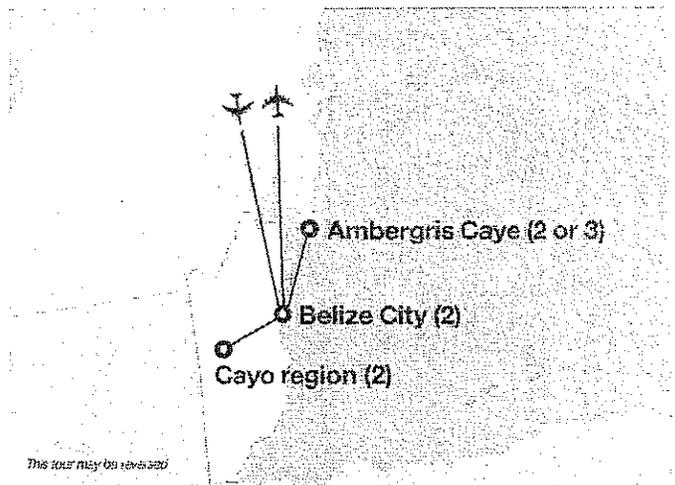
—MELISSA, TRAVELER



CHECK OUT WHAT A TOUR IS ALL ABOUT

Watch the videos at eftours.com/

Your teacher's Tour Website



What you'll experience on your tour

Day 1: Fly to Belize

- Meet your Tour Director at the airport.

Day 2: Belize City | Lamanai

- Travel by boat to the New River Lagoon.
- Take an expert-led tour of the Lamanai Ruins. Named after Mayan ruler Lord Smoking Shell, who believed he was a descendant of the crocodile spirit, the name "Lamanai" means "submerged crocodile." As a result, you'll come across a number of crocodile carvings (and even some real crocodiles in the lagoon) as you explore these ruins, which date back as far as 1500 B.C. View three large pyramids, residential areas, some open plazas, and a ball court. Make sure to check out the view from the High Temple, which looks out over the treetops, and the Mask Temple, where tall stone faces are carved into the sides of the structure.
- Visit the Old Sugar Mill.

Day 3: Belize City | Cayo region

- Travel via Peccary Hills to the Cayo region.
- Take a guided jungle hike. Seasoned Belizean bushmen will teach you jungle "survival" skills like how to make a fire, find water, and treat injuries during your eco-hike. See tropical wildlife and go floating in tubes in hidden caves containing remnants of sacrificial offerings from the Mayan era.
- Enjoy lunch at Caves Branch Outpost.
- Continue your adventure with a zipline tour through the broadleaf rainforest. You'll learn how to properly navigate a zipline before being zoomed from one platform to the next. The final platform is located directly on the banks of the Caves Branch River and features waterslides for those wanting a refreshing splash.
- Travel to the Cayo region.

Day 4: Cayo region | Xunantunich

- Explore the Xunantunich Ruins.
- Participate in a cultural exchange with locals.
- Visit the Chaa Creek Natural History Center.

Day 5: Cayo region | Ambergris Caye

- Visit the Belize Zoo.
- Travel by ferry to Ambergris Caye.

Day 6: Ambergris Caye

- Snorkel at Hol Chan, the first marine reserve established in Central America.
- Enjoy a free afternoon in Ambergris Caye or go snorkeling in the Coral Gardens.

Day 7: Depart for home

- Return by ferry to Belize City.
- Depart for your flight home.

• 1-DAY TOUR EXTENSION

Day 7: Ambergris Caye

- Enjoy a free day in Ambergris Caye.

Day 8: Depart for home

- Return by ferry to Belize City.
- Depart for your flight home.

Too awesome for words. Can't put a price on an experience like that. I absolutely loved every second of Belize!

- RICHARD, STUDENT



Tour review

TOP THREE THINGS I WILL SEE, DO, TRY, OR EXPLORE

1. _____

2. _____

3. _____

— The easiest ways to —
ENROLL TODAY



Enroll on our website
eftours.com/enroll



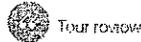
Enroll by phone
800-665-5364



Enroll by mail
EF Educational Tours
Two Education Circle
Cambridge, MA 02141

My daughter has gained such an amazing view of the world and history from this experience. She has not stopped talking since I picked her up at the airport. Thank you for all the organization, helpful hints, flexible payment plan, and knowledgeable tour guides.

—CHARLOTTE, PARENT OF TRAVELER



THE WORLD LEADER IN INTERNATIONAL EDUCATION

For over 50 years EF has been working toward one global mission: *Opening the World Through Education*. Your teacher has partnered with EF because of our unmatched worldwide presence, our focus on affordability, and our commitment to providing experiences that teach critical thinking, problem solving, collaboration, and global competence. What's more:

- We always offer the lowest prices, guaranteed so more students can travel.
- We're fully accredited, just like your school, so you can earn credit while on tour.
- All of our educational tours feature experiential learning activities and visits to the best sites.
- We're completely committed to your safety. We have more than 600 schools and offices in over 50 countries around the world, so local EF staff members can react quickly and in person wherever you travel.
- Your full-time Tour Director is with your group every step of the way on tour, providing insight about your destinations as well as great local tips.





**EDUCATIONAL
TOURS**

Your Price Quote

Adventure in Belize

Prepared For
Anne Marie Crossley

Prepared On
September 12, 2019

Your Tour Number
2233275PV

Your Tour Website
www.ef-tours.ca/2233275PV

Total Price

Price valid for travellers enrolled September 12, 2019 - September 30, 2019

Student
\$3,623

or \$685 / 5 mos

Adult
\$4,043

or \$769 / 5 mos

Student Price Breakdown

Program Price (includes extension)	\$3,534
Peace of Mind	FREE
Global Travel Protection Plan	\$189
Early Enrollment Discount	-\$100

For every 6 paying travellers, 1 chaperone travels FREE

Adult supplement required for age 20 and older at the time of travel, roomed in twin accommodation. Students, travelers under age 20, will be roomed in triples or quads.

Program price includes HST/GST where applicable, (domestic tours only), departure taxes, and airport fees. Please call 1-800-387-1460 for more information. Please call 1-800-387-1460 for more information. To view EF's Booking Conditions, visit ef-tours.ca/bc which outline full price inclusions, payment schedule, cancellation, and refund policies.

* We understand that plans sometimes change due to unforeseen circumstances. EF's Peace of Mind Program allows your entire group to change your tour or departure date. Your group can feel secure planning your trip, knowing that your plans are flexible.

Travellers may also purchase the Global Travel Protection Plan. Please visit ef-tours.ca/coverage for complete terms, conditions and exclusions by referring to the Mester Chubb Insurance policy. If you are a resident of Quebec, you may only purchase this plan if travelling on an International tour. Please review the Quebec distribution guide prior to purchase.

EF Educational Tours is registered with TICO (international registration #2395858, domestic registration #50018789) Consumer Protection BC (international registration #73991, domestic registration #73990) and a holder of a Quebec permit with the Office de la protection du consommateur (OPC permit #702732). As of January 1, 2019, for residents of Quebec, contribution is no longer required, but you will automatically be covered by FICAV. Find out more at www.ficav.gouv.qc.ca/en.



Your travel details

Total Length
8 days

Departing From
Nanaimo (BC)

Requested Travel Dates
Monday, March 16, 2020 - Monday, March 23, 2020

Your Departure Date Range

<input type="checkbox"/> Earliest	<input checked="" type="checkbox"/> Requested	<input type="checkbox"/> Latest
Sat. Mar. 14	Mon. Mar. 16	Wed. Mar. 18

Everything you get

Tour Inclusion

Round trip economy class flights, hotels with private baths roomed in triples or quads, breakfasts and dinners (see your itinerary for meal details), on-tour transportation and sightseeing activities are covered. Discover all of your itinerary details at www.ef-tours.ca/2233275PV.

Full-time Tour Director

Your dedicated Tour Director is with your group 24/7, providing deep local insight while handling all on-tour logistics.

Expert Local Guides

Your expert local guides add cultural insight and global perspective on your sightseeing tours.

weShare—Personalized Learning

Our personalized learning experience engages students before, during and after tour, with the option to create a final, reflective project.

Continuous Support

Your dedicated EF team helps you every step of the way—from recruiting and enrolling travellers to planning and managing your tour.

24-hour Emergency Service

Travellers and their families can count on EF's dedicated emergency service team.

Worldwide Presence

EF has over 500 schools and offices in more than 50 countries worldwide so wherever you go, we're there too.

Peace of Mind Program

Feel secure knowing your group can change their destination or travel dates due to unforeseen circumstances.

Your Tour Consultant

Alex Williams
1-800-387-1460
alexander.williams@ef.com

Hi there 🤖 What brings you to the site today?

Questions? I'm available. Just let me know.



Alex Williams

GET IN TOUCH

Travel dates

2020

MAR 14

MAR 16 – MAR 23

MAR 25

Earliest
departure

Requested
dates

Latest
return

✈ Depart from Nanaimo (BC)

Price valid until 9/30/2019

STUDENT

\$3,623

or \$685/ 5 mos

ADULT

\$4,043

or \$769/ 5 mos

PRICE DETAILS



EDUCATIONAL
TOURS

WE'RE GOING TO BELIZE

Belize City, San Ignacio & Ambergris Caye

Departure: March 2020

In Belize, explore two different ecosystems – jungle and coastline. Hike through lush forest, ride a riverboat, snorkel in the Caribbean. Learn about the fascinating history and culture of the indigenous people. Visits to the archaeological sites of Lamanai and Xunantunich shed light on the Maya culture.

Come to the
meeting for
more
information!

Student Meeting: Monday, Sept 16th

Questions? Contact EF Educational Tours at 1-800-263-2806





KWALIKUM SECONDARY SCHOOL

Working together to realize our full potential

Principal: Lori Marshall, lmmarshall@sd69.bc.ca

Vice-Principal: Lesley Rowan, lrowan@sd69.bc.ca

October 16, 2019

School District 69 (Qualicum)
PO Box 430, 100 Jensen Avenue East
Parksville, BC
V9P 2G5

Board of Education – School District 69 (Qualicum)

This letter will stand as my support for the Kwalikum Secondary School Student Field Trip to Japan for Spring Break 2020. This trip has been planned by teacher, Brad Wilson. The dates are March 11-23, 2020.

Please see attached itinerary for details.

We would ask that the Board grant final approval for this exciting trip.

Respectfully submitted,

Ms. Lori Marshall
Kwalikum Secondary School

Copy: Brad Wilson

To School Board 69

Request for Final Approval for a student group to travel to Japan from March 11 to March 23, 2020 for a combination school exchange and tour.

October 11, 2019

Kwalikum Secondary School is asking for approval to take between 12 students on a combination school exchange and tour to Japan in March 2018. We will be away 12 days, – March 11 to March 23. We will spend four days with our sister school, Aichi Keisei High School, in the city of Inazawa in Aichi prefecture. The rest of that time will be spent on our own, visiting important cultural sites in Kyoto, Nara, Himeji, and Hiroshima.

Aichi Keisei High School has been visiting KSS every spring for the past eight years with about 60 students and their teachers for a four day stay. We have visited Aichi Keisei three times with small student groups. They have asked us to send a group of students and teachers to visit them again in 2020. The visits of Aichi Keisei to KSS and the proposed visit to Japan are organized by Brad Wilson, the Japanese teacher at KSS. Brad Wilson, KSS teacher Ryne Barton, KSS Business Manager Nina Knocke and Arrowview Elementary teacher Taylor Wilson will be the chaperones on the trip.

The proposed trip is for students who will be in their grade 10, 11 and 12 years in School District 69 in 2020.

Thank you for your consideration.

Brad Wilson



Japanese Teacher,

Kwalikum Secondary School



Category 4 Field Experience - REQUEST FOR FINAL APPROVAL

Out of Province but within Canada and/or Continental USA or Off-Continent

Definition: Excursions of this type require an additional level of approval by not only the Principal, but also by the Board of Education. These field experiences involve travel outside of British Columbia, where students can be immersed in the language and culture of another area (e.g.: cultural and linguistic exchanges, music competitions, etc.)

APPROVAL CHECKLIST (Check if answer is yes)

- Have you referred to the Field Experiences Resource Book for additional policy information and risk-assessment guidelines?
- Has the field experiences excursion been organized in compliance with School District 69 (Qualicum) Board of Education policies, particularly Policy 5020 Field Experiences (Trips) and Field Experiences (Trips) Resource Book?
- Have you ensured that appropriate supervision ratios have been met (See Field Experiences Resource Book - Supervision Ratios)
- Plan to ensure appropriate level of supervision and support for students based on gender/gender identity attached
- Does the Parent Consent Form include appropriate detail, including: reference to a developed safety plan, reference to student behavior expectations, details of the activities to be undertaken during the excursion.
- Educator-in-charge to forward following information to School Principal for review and approval:
 - Form SD69-FE04B Request for Final Approval of Category 4 Field Experiences
 - Cover letter from Educator-in-charge outlining objectives, follow-up activities, presentation(s)
 - Parent Information Letter
 - Schedule/Itinerary
 - Class List
 - Third Party Waiver (if applicable)
 - Service Provider Proposal, Agreement and/or Contract
 - FORM SD69-08: Volunteer Driver Application and Approval form (if applicable)
 - FORM SD69-FE09 Field Experience Transportation Record (if applicable)
 - FORM SD69-FE14 Category 3 and/or Category 4 Field Experience Educator-in-charge Checklist
 - FORM SD69-FE15 Category 3 and/or Category 4 Field Experience Educator-in-charge Planning form
- In addition to above information, Educator-in-charge MUST have on file:
 - FORM SD69-FE05: Parent/Guardian Consent and Acknowledgement of Risk form
 - FORM SD69- FE06 --Student Behaviour Expectations Contract
 - FORM SD69-FE07: Category 4 Field Experience Parent/Guardian Consent for Student Travelling without Parent
- Principal to forward copy of following information to District Office for review and Board of Education approval:
 - Cover letter from Educator-in-charge
 - Letter of Support from Principal requesting Final Approval from Board of Education
 - FORM SD69-FE04B Request for Final Approval of Category 4 Field Experiences
 - Parent Information Letter
 - Schedule/Itinerary
 - Third Party Waiver (if applicable)
 - Service Provider Proposal, Agreement and/or Contract

SCHOOL NAME:

Educator-in-Charge: *Brad Wilson*

Destination:

Departure Date: *March 11, 2020* Return Date: *March 23, 2020*

Area of Study: *Japanese* Grades: *10-11-12*

Educational Purpose of Trip: *Learn and use Japanese learn about*

Total No. of Students: *Japanese Culture* Total Cost:

Cost per Student: *\$3,600* Built-in Cost per Teacher: *\$50* Cost to Teacher (if any): *\$3,500*

Excursion Details (Itinerary attached): Yes No (If no, please explain below)

Plan to ensure appropriate level of supervision and support for students based on gender/gender identity.
Indicate if supervisors will be teachers, volunteers or other: *Teachers, KSS office staff*

Category 4 Out of Province Field Experience – Final Approval		
Educator-in-Charge (please print): <i>Brad Wilson</i>	Date (day/month/year): <i>17/10/2020</i>	Educator-in-Charge signature: <i>B. Wilson</i>
Principal Name (please print): <i>Lori Marshall</i>	Date (day/month/year): <i>17/10/2020</i>	Signature indicating final approval: <i>L. Marshall</i>
Board of Education or designate (please print):	Date (day/month/year):	Signature indicating final approval:

District Office distributes as follows: Original: District Office; Copy 1: School Office; Copy 2: Educator-in-charge

Japan Tour 2020

Dear Parents;

Here is what you need to know for our trip to Japan from March 11 to March 23, 2020:

Weather and Clothing:

We can expect a range of temperatures of 8 to 14 degrees C. during the day while in Japan with a possibility of rain. The exception will be Takayama which is a mountain town. It could be from 0 to 10 degrees C in Takayama. A heavy winter coat is not needed. A good jacket to cut the wind, a sweater and other layers will be sufficient. A good pair of broken in walking shoes is required.

Clothing at Aichi Keisei High School

For clothing at school, something professional - dark pants (not jeans or tight sport pants) and a plain white button down shirt for boys and a skirt and white blouse for girls is best as it will match the uniforms of the Aichi Keisei students.

Behaviour expectations:

This is a school trip. Students are expected to behave in a responsible and respectful manner no matter where they are or what time it is. Be conscious of your hosts during the homestay. Volunteer to help setting and clearing the table or other chores you may see. Avoid retreating to your room. Participate fully in any and all activities. Stay off your electronic devices as much as possible when in the homestay – this is very anti-social behaviour.

Gifts for your host family

We should know by February who your host family is. You will know the number of people in the family, their names and ages. Japan is a gift giving culture and they will likely have a gift for you when you leave their home. It will be good manners and culturally appropriate for you to bring a gift for each family member. These should be small inexpensive gifts. Things such as t-shirts, calendars, smoked salmon and other west coast delicacies will be good choices.

Meals Budget

During the trip the students will have to buy 15 meals on their own. Plan to spend \$10 a meal and so budget \$150 for meals.

Important information for your trip to Japan

- No vaccinations or inoculations are required for Japan
- **Checked-in Baggage** – JAL allows 2 Free checked bags and weight limit per piece is 23 kg and dimension up to 203cm each. Carry-on is 10 kg and 115 cm. However when we are on the trains we will have room for only one suitcase and one carry-on.
- **Money – Cash in yen is the best plan.**
- **ATM's** where cash can be withdrawn from **Seven Bank ATM** machines compatible with foreign-issued cards. There are over 12,000 **Seven Bank ATM's located at 7-11 convenience store** all over Japan (may be subject to foreign exchange fee 1 to 3 %) Have at least \$500 in your account !
<http://www.sevenbank.co.jp/inticard/index2.html>

- **Japanese Currency** is made up of: **Yen**: ---- current rate is 89.34 yen per Canadian dollar
Japanese Yen in denominations of: Coins, 1, 5, 10, 50, 100, 500 Bills, 1000, 5000, 10000
Tell the bank you do not want 2,000 yen notes. They are rare in Japan and may cause some confusion with younger cashiers.
- One of the supervisors can be the banker (holding student cash) and the passport holder in Japan.
- **Canada Customs** duty free allowance is **\$800.00 per person** for purchases and gifts.
-
- **Time Difference** – March to November, when it's 8:00 am Saturday in Japan, it's 4:00 pm Friday in Vancouver – 16 hours.
- **Call home from Japan- dial 001-1-area code–phone number (ie. 001-1-604-685-6868)**
- The non-stop flight to Tokyo from Vancouver will be approximately 9 ½ hours. The return flight will be about 8 ½ hours. A meal and snack will be served each way.
- **Electricity in Japan is 100 volt and 50/60 cycles.** All of our devices including hair dryers will work in Japan. However, they will **not** take a 3 prong plug. So get an adapter if needed.
- Traffic – cars and buses are right hand drive. They travel on left hand side of the road.
- **Public washroom often do not have paper towels.** Take a supply of Kleenex packets or handkerchiefs.

Safety and Information Procedures

JAPAN 2020 Emergency Plan [as required by Board Policy 5020]

Framework

*All those involved in the school trip, including supervisors, students and their parents, should be informed that the Group Leader – Brad Wilson:

1. In the event of an emergency on this trip the Group Leader Brad Wilson will be in charge.
2. Our supervisors in an emergency will be Ryne Barton, Taylor Wilson, Nina Knocke.
3. **Procedures**
 - If an emergency occurs on a school trip the main factors to consider include:
 - establish the nature and extent of the emergency as quickly as possible;
 - ensure that all the group are safe;
 - establish the names of any casualties and get immediate medical attention for them;
 - ensure that all group members who need to know are aware of the incident and that all group members are following the emergency procedures;
 - ensure that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and remain together;
 - notify the police if necessary;
 - inform the school contact Ms. Lori Marshall , principal. The school contact number should be accessible at all times during the visit; details of the incident to pass on to the school should include: nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom);
 - notify insurers – Manulife Global, especially if medical assistance is required (this may be done by the school contact – the Group Leader will complete this task);
 - notify the provider/tour operator – Japan Travel Bureau and Skyland Travel;
 - ascertain telephone numbers for future calls. Mobile phones, though useful, are subject to technical difficulties, and should not completely replace usual communication procedures;
 - write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence;
 - keep a written account of all events, times and contacts after the incident;
 - complete an incident report form as soon as possible.

No one in the group should speak to the media as the Superintendent will speak on behalf of SD 69.

Students will be required to send no electronic messages until the situation is clarified so that their families do not receive incorrect information.

Names of those involved in the incident will not be given to the media as this could cause distress to their families. Media enquiries should be referred to a designated media contact of the organization (in this case the Superintendent).

Itinerary for SD69 Japan Exchange March 11 to March 23, 2020

Estimated Tour Cost for all travel, meals and insurance - \$3600

Train times in Japan are our hoped for departures and arrivals. Reservations will be made once we are in Japan.

Day 01 Mar. 11, Wednesday Vancouver to Nagoya via Tokyo
05:00 Meet at KSS and take school bus to Departure Bay Ferry Terminal
06:15 Walk on to ferry for Horseshoe Bay
09:00 Take bus 257 from Horseshoe Bay to downtown Vancouver.
Transfer to Skytrain and travel to Vancouver International Airport
10:40 Assemble in front of Japan Airlines at Vancouver Airport
14:00 Depart Vancouver by **Japan Airlines 017**
Cross International dateline – lose a day
Students buy own lunch at Vancouver airport prior to departure.

Day 02 Mar. 12 , Thursday Narita, Tokyo – Nagoya
16:30 Arrive at Narita Tokyo airport and proceed through customs and immigration
18:25 Depart Narita by connecting flight **JAL 3087** for Nagoya
19:40 Arrive Nagoya Centrair Airport. Stay at **Toyoko Inn Orange Side Hotel**
<https://www.toyoko-inn.com/search/detail/00148/> at Centrair Airport.

Day 03 Mar.13, Friday Nagoya/Aichi Students Homestay for 4 nights
08:00 Take Meitetsu express train Nagoya Airport arriving at Kounomiya Station in Inazawa City at **08:55**. We will be met at the station by Aichi Keisei High School staff and taken by school bus to the school. School Activities for the day. **Breakfast will be provided at the hotel. Aichi Keisei High School will provide lunch.**

Teachers will stay at Hotel Sunroute Nagoya
<https://www.sunroute.jp/english//hotelinfo/tokai/plazanagoya/index.html>

HOME STAY from Mar 13 to 17 for 4 nights – One student per host family.

Day 04 Mar.14, Saturday Nagoya/Aichi
With host families.

Day 05 Mar.15, Sunday Nagoya/Aichi
With host families.

Day 06 Mar. 16, Monday Nagoya/Aichi
School Activities for the day.

- Day 07** **Mar. 17, Tuesday Nagoya to Kyoto**
- 09:08** Travel by **Hikari 461** (Shinkansen) from Nagoya to Kyoto.
09:45 Arrive in Kyoto and check in to the **Sanoya Hotel** <http://www.sanoya.net/>. Explore the downtown area to orient group for shopping and inexpensive places to buy food. Buy and eat lunch. Walk to and visit Sanjuusangendo Temple. Then go by foot to Kiyomizu Temple. Return by foot to the guest house by 5pm. Students buy own supper. Meet at 7 pm to do evening walking tour of Gion district which is the old Kyoto Geisha district. Return to guest house. In own room by 11 pm.
- Breakfast will be provided by the host families. **Students buy own lunch and supper.**
- Day 08** **Mar. 18, Wednesday Kyoto / Nara**
- Travel to the ancient capital of Nara – about 45 minutes by local train and walk to Todaiji Temple. Eat lunch in Nara and return to Kyoto by 3pm. In own room by 11 pm. **Breakfast provided at hotel. Students buy own lunch and supper.**
- Day 09** **Mar. 19, Thursday Kyoto to Himeji and Hiroshima**
- 08:00** Leave Kyoto by Shinkansen for Hiroshima.
9:00 Arrive in Himeji and put bags into coin lockers. Walk to Himeji castle (about a 20 minute walk) and explore the castle. Return to Himeji station and buy lunch at the station
13:00 Take the Shinkansen to Hiroshima. Drop bags at the **Grand Intelligent Hotel** <https://intelligent-hotel.co.jp/grand/> and head to the Hiroshima Peace Park by tram car with our 1,000 paper cranes. Visit the Children's Shrine and make our offering of 1,000 paper cranes for peace. Return to downtown area at around 5pm. Explore the station area and find good places to eat supper. Students have free time until curfew. **Breakfast provided at hotel. Students buy own lunch and supper.**
- Day 10** **Mar. 20, Friday Hiroshima**
- 08:50** Take local train from Hiroshima Station.
09:18 Arrive at Miyajimaguchi Station. Travel by ferry to Miya island and view Itukushima Shrine. Then climb Mt. Misen to see the "2nd most beautiful view" in Japan. **Breakfast provided at hotel. Students buy own lunch and supper.**
- Day 11** **Mar. 21, Saturday Hiroshima to Takayama via Shin Kobe and Nagoya**
- 09:50** Leave Hiroshima on by Shinkansen.
11:10 Arrive at Shin Kobe and change trains for Nagoya
11:20 Leave Shin Kobe for Nagoya on Shinkansen.
12:30 Arrive at Nagoya and change trains for Takayama.
12:50 Leave Nagoya on regular train.
15:10 Arrive at Takayama. Walk or take inn shuttle to our Japanese inn. Accommodation at inn for 2 nights. **Breakfast provided at hotel. Students buy own. Supper will be provided at the inn.**

Day 12

Mar. 22, Sunday

Takayama

Tour the morning market and explore the streets of the "Old Town" which dates to the Edo Period. Have lunch and then take public transit to the Hida Folk Village. Return to the Inn by 16:00. **Students buy own lunch. Breakfast and supper will be provided at the inn.**

Day 13

Mar. 23, Monday

Takayama to Vancouver via Nagoya

06:45 Take train from Takayama to Nagoya.

09:15 Arrive at Nagoya and change trains to Nagoya Chubu Centrair Airport.

Check in to Japan Airlines flight for Narita, Tokyo by 11:50

14:50 Depart Nagoya by **Japan Airlines 3084**

16:00 Arrive at Narita Tokyo airport

18:00 Depart for Vancouver by **Japan Airlines 018**

11:00 Arrive Vancouver. After being processed through customs and immigration, take the Skytrain to downtown Vancouver. Change to bus 257 and travel to Horseshoe Bay Ferry Terminal.

15:45 Take ferry from Horseshoe Bay to Departure Bay in Nanaimo.

17:15 Arrive at Departure Bay. Students picked up by their parents at Departure Bay Terminal.

Students buy own lunch and supper. Breakfast will be provided at the inn.

Japan 2020 - Timeline and Payment Schedule

*All payments to be made to
Kwalikum Secondary School and given to **Ms.
Nina Knocke the KSS Business Manager**
Or
KSS 'Schoolcashonline' site*

<https://qualicum.schoolcashonline.com/>

April 17, 2019 - deposit **DUE \$200**

This deposit **will become non-refundable in October, 2019** when we are able to reserve our flight and make the deposit for the flight.

May 15 – May 19 Aichi Keisei High School Visit

Host students from our Japanese sister school if possible, as a fund raiser and exchange experience. Families paid \$30 per night per student.

September 29, 2019 – second payment - **\$1,000.**

November 17, 2019 – third payment - **\$1,000**

January 10, 2020 – balance – **\$1,300 (or less TBA)**

March 11 to March 23, 2020 – Thirteen day study tour of Japan.

The final cost of the trip participants payable to KSS is \$3,500 - maximum.
(Final fuel sur-charge not known until December)

This does not include the money students will use to buy their own meals (10 meals at a cost of approximately \$10 per meal) on the tour portion of the trip – approximately \$100.

Total estimated cost of the trip - \$3600

NEWS RELEASE

For Immediate Release
2019PREM0111-001913
Oct. 4, 2019

Office of the Premier
Ministry of Education

Winners of the 2019 Premier's Awards for Excellence in Education announced
(disponible en français en bas de page)

VICTORIA – The 10 winners of the second annual Premier's Awards for Excellence in Education share a commitment to helping British Columbian students succeed.

They engage with students in the classroom or during extracurricular activities, support peers with informative professional development opportunities and create innovative learning programs for vulnerable students.

"All British Columbians benefit from the outstanding efforts of teachers, administrators and support workers," said Premier John Horgan. "Through their commitment to student success, making schools safe and welcoming places for all, innovative learning approaches and strong leadership, the teachers honoured today are an example of how education professionals can make a lasting impact on peoples' lives."

The Premier's Awards for Excellence in Education were launched in 2018 as a means of honouring the outstanding achievements of public, independent and First Nations school-system teachers, principals, vice-principals, administrators and support staff in the K-12 school system.

This year's 10 winners, who were chosen from 140 nominations received between January and April 2019 and narrowed down to 30 finalists, were announced at a ceremony held at Government House in Victoria with Premier Horgan, Rob Fleming, Minister of Education, and Lt. Gov. Janet Austin in attendance. The annual awards ceremony is held at the same time as World Teachers' Day, with this year's being marked internationally on Oct. 5.

"British Columbian education professionals go to great lengths to engage their students to ensure they not only learn important lessons tied to the learning at hand, but that will serve them well as they graduate and enter the next exciting phase of their lives," said Fleming. "These teachers, administrators and support staff members deserve to not only be recognized for all that they do, but also to be celebrated for the lasting legacy they're leaving in the K-12 education system through their efforts to make life better for all those involved in their school communities."

Simi Sara, host of CKNW's The Simi Sara Show, served as emcee of the event, which featured musical entertainment by members of the Esquimalt High Senior Jazz Band.

"This is a wonderful opportunity to recognize the incredible work that these extraordinary teachers, administrators and support staff do for our students and education system," said Austin. "The creativity, enthusiasm and care demonstrated by these education professionals contributes to building a bright future for British Columbia."

Winners of this year's Premier's Awards for Excellence in Education received a commemorative work of art by Claire Jorgensen, a 17-year-old Reynolds Secondary school student (SD 61, Greater Victoria). They also received a \$3,000 personal bursary for professional learning and a \$2,000 contribution to their school community for professional learning.

Learn More:

For more information on the Premier's Awards for Excellence in Education and to view videos of all 30 finalists, visit: www.gov.bc.ca/excellenceineducation

For a backgrounder with biographies of the 2019 Premier's Awards for Excellence in Education winners, visit: https://news.gov.bc.ca/files/2019_Awards104.pdf

Contact:

Ministry of Education
Government Communications and Public
Engagement
250 356-5963

Connect with the Province of B.C. at: news.gov.bc.ca/connect



Board and Trustee Representative Committee Report

SD69 QUALICUM

Trustee Representative: R. Elaine Young
Committee Name: Oceanside Building Learning Together Coalition
Meeting Location: Family Place
Meeting Time: Noon October 3, 2019

Mission Statement:

Building Learning Together Early Years Coalition focuses on encouraging healthy relationships with families, with each other, and with community as it relates to the importance of early learning and successful development for young children.

Our Vision:

Thriving children, families and community

Our Goals:

1. Community Collaboration and Engagement
2. Decrease SD69 EDI Reported Vulnerabilities

Topics at this meeting:

1. Update re: First 2000 Days
3 factors influence development – Good nutrition, Learning through play, and Protection from trauma. EDI indicates half of the children in our area are not yet food secure.
2. Community Collaboration – Local Action Teams (LAT); Oceanside Health and Wellness Network (OHWN), Oceanside Crisis Response Committee (OCRC) and Oceanside Building Learning Together (OBLT) are still looking for funding to find efficiencies.
3. Child Care Needs Assessment is being done by the Social Planning and Research Council (SPARC). They are still collecting data.
4. Letter of Support for School District 69 initiatives re: Childcare spaces – All in favour of writing a support letter.
5. Oceanside Building Learning Together Events
 - Fundraiser – November 15 at Cuckoo's --"A Story to Tell." Dinner and Beverages \$50 per person. Entertainment too.
 - Spooktacular October 24 at Storybook Village.
 - OBLT Society AGM – November 5 at 6:15
6. Role of play in programming discussion
Most programs involve play as a major part of their operation.

Community Partner Updates:

See Websites for updates.

Mental Health is looking for Counsellors (must be properly qualified).

Next Meeting:

Thursday, November 7 at noon at Family Place



Board and Trustee Representative Committee Report

SD69 QUALICUM

Trustee Representative: R. Elaine Young
Committee Name: French Advisory Council
Meeting Location: EOES
Meeting Time: 5:30 PM October 7, 2019

Mandate:

The French Advisory Council (FAC) provides advice, recommendations, and feedback to senior staff on matters relating to French language programs in the District.

This meeting highlights were:

1. School Updates (Ballenas Secondary and Oceanside Elementary)
 - Both schools reported smooth transitions to school, mixing of French Immersion and Non-immersion students encouraged integrated relationships.
 - Both schools have new and fully qualified French speaking staffs despite changes that occurred in September. Hard work on the part of Human Resources to make this happen.
 - Enrollment continues to be strong with 370 students at EOES and 84 at Ballenas. Waiting list will soon have 2 students. At EOES, teachers who teach outside the French Immersion Program have chosen to improve their French over the summer. Time is being provided through preps and Admin. support to help teachers to collaborate more. Some buddy classes cross the languages to improve relationships.
2. Last year's goal was to improve promotion of French in our community
 - The working group updated that they had begun to plan and work on a website that would list events in and around our community. This would include a Google Calendar of events.
 - Discussion of opportunities for youth – many exchanges, working in the local hospitality industry as we have visitors who are French speaking, Francophone Games in Victoria summer 2020 has work and volunteer opportunities.
 - The group is considering a survey to find out more about motivations and needs of students and families.
 - Canadian Parents' for French (CPF) supports events like skating and last year's circus.
 - The Director of Instruction will join the working group which seems to have positive energy and focus. Ultimate goal is to build a culture of French. At the present time the teachers on the working group do not have release time to work on this.
 - There is networking on the Provincial and Island level and we are a part of that.
3. Goal for this year....continue work from last year.

Next Meeting will be held on November 25 at 5:30 p.m. at EOES.

SCHOOL DISTRICT 69 (QUALICUM)

STATUS OF ACTION ITEMS

Action Item	Responsibility	Status	Proposed Deadline
<p>Capital Planning (May 28, 2019) THAT the Board of Education of School District 69 (Qualicum) begin a process to determine its support by October 31, 2019 for the placement of modular buildings on school district property for educational purposes</p>	<p>Board/Executive Leadership Staff</p>	<p>This topic is on the agenda for the Board Planning Meeting scheduled for September 6, 2019</p>	<p>October 31, 2019</p>



SCHOOL DISTRICT No.69 (QUALICUM)

Class Size Report - October 18, 2019 Snapshot

School	Division or Course Name	Class Size
Ballenas Secondary School	BA VOLLEYBALL 11F (02)	31
Ballenas Secondary School	MUSIC 8 (01)	32
Ballenas Secondary School	PHYSICAL AND HEALTH EDUCATION 10 (02)	31

This declaration is to confirm that I have received and reviewed the Principals' reports for all schools and classes, and I verify that as of the date of this report the organization of classes in the school district:

- (a) is in compliance with the provisions as defined in the School Act and related regulations and,
- (b) is appropriate for student learning.

Respectfully submitted,

Gillian Wilson
Associate Superintendent



SD69 QUALICUM

Education Committee of the Whole Report
Tuesday, October 15, 2019
Library – Kwalikum Secondary School
3:30 p.m.

Mandate:

To discuss and make recommendations to the board on the general directions for education in the district, and to serve as a vehicle for regular reports to the board on educational programs and services.

Committee Attendees:

Trustees Godfrey (Chair), Kurland, Young, Austin, and Flynn
Gillian Wilson, Associate Superintendent
Vivian Collyer, Director of Instruction
Lisa Pedersen-Skene, QDPVPA Representative
Debbie Comer, MATA Representative
Andrea Button, DPAC Representative
Lori Marshall, Principal, Kwalikum Secondary

Other Attendees:

Jaret Abel, teacher, KSS
Tim Daniels, teacher, KSS
Dan Craven, teacher, KSS
Crystal-Anne Howell, teacher, KSS
Anne Crosley, teacher, KSS
KSS students
Karri Katazaki, Vice-Chair, SES PAC
Jalyn Sorg, Vice-Chair, KSS PAC

Presentation:

- Students and teachers spoke to the benefits of field experiences, locally, nationally and internationally.

Items Discussed:

- Strategic Planning
- Learning Grants
- Category 4 and 5 Field Trips
- Climate Action

Recommendations to the Board:

THAT the Board of Education of School District 69 (Qualicum) create a Climate Action Task Force comprised of students, staff and community members; and,
THAT the mandate of the Task Force will be to review what the school district and community are doing to support climate action initiatives.

Future Items (dated as possible):

Next Meeting Date/Location:

Tuesday, November 19 at 3:30 – **Bowser Elementary School Library**



Policy Committee of the Whole Report
Tuesday, October 15, 2019
1:00 p.m.
Forum, PCTC

Mandate:

To discuss and make recommendations to the board on all matters related to policy and bylaws.

Committee Attendees:

Trustees Young (Chair), Kurland, Godfrey, Austin, and Flynn
Keven Elder, Superintendent of Schools
Gillian Wilson, Associate Superintendent
Lori Marshall, QDPVPA Representative
Debbie Comer, MATA Representative
Andrea Button, DPAC Representative
Troy Forster, CUPE Representative

Other Attendees:

Karri Katazaki, Vice Chair, SES PAC
Andrea Richardson, Director, SES PAC

Items Discussed:

1. Board Policy 3000: Foundational Principles is no longer required. Recommendation to rescind.
2. New Policy: *Provision of Menstrual Products*. Recommendation to first reading
3. Board Policy 9000: *Information Management and Access* will be held for further edits
4. Board Bylaw 3: *Meetings of the Board of Education* was discussed including minor revisions made to 9.10 and 9.20. Recommendation for second reading.
5. Board Bylaw 6: *Indemnification* was discussed including minor revisions made to 1.c. Recommendation for second reading.
6. What is a Bylaw/Policy/Administrative Procedure? The committee discussed the overview of bylaws, policies and administrative procedures, as attached. The table was adopted with a slight change and is included in this report. This document may eventually be incorporated into Bylaw 7: Policy Development
7. Policy Manual Review – Long Term Project: The committee discussed the potential for an extensive long-term review of the Board's policy manual, as proposed by Superintendent Elder in his memo of September 26, 2019 (attached). The project would attend to consistency of the formats of policies and administrative procedures as well as other matters such as definitions, language, references and numbering.
8. Trustee Handbook: Discussion of which elements, if any, of the Trustee Handbook should be pulled into the Board's policy manual. Trustee Young will bring recommendations for changes to Bylaw 2: *Board Structure* for first reading in November. Those may include the role of the board, the role of the trustee, and the trustee code of ethics
9. Continued Review of Bylaws: The committee discussed Board Bylaws 1 through 7 in terms of their potential for amendment. Bylaws 3, 6 and 7 are currently under review. Bylaws 1, 4 and 5 (will be brought forward for a formal review in November under other business, but may be fine as currently written.

10. Board Policy and Administrative Procedure 8003: *Impairment in the Workplace* – Review: The committee discussed Superintendent Elder’s memo dated September 26, 2019 and supported his plan to survey administrators and supervisors regarding the current application of the policy and administrative procedures. This matter will be brought back to a future policy committee meeting.

Recommendations to the Board:

1. **Rescinding of Policy 3000: Foundational Principles**
THAT the Board of Education of School District 69 (Qualicum) rescind Board Policy 3000: Foundational Principles.
2. **Provision of Menstrual Products**
THAT the Board of Education of School District 69 (Qualicum) approve first reading of Board Policy 7011: Provision of Menstrual Products at its Regular Board Meeting of October 22, 2019.
3. **Bylaw 3 – Meetings of the Board**
THAT the Board of Education of School District 69 (Qualicum) approve second reading to adopt the revisions to Board Bylaw 3: *Meetings of the Board of Education* at its Regular Board Meeting of October 22, 2019.
4. **Bylaw 6 – Indemnification**
THAT the Board of Education of School District 69 (Qualicum) approve second reading to adopt the revisions to Board Bylaw 6: *Indemnification* at its Regular Board Meeting of October 22, 2019
5. **Long Term Policy Manual Review**
THAT the Board of Education of School District 69 (Qualicum) approve the long term policy manual review project as proposed by Superintendent Elder in his memo dated September 26, 2019. (attached).

Future Topics (dated as possible):

1. Board Policy and Administrative Procedure 5020: *Field Experiences (Trips)*
2. Ongoing review of Bylaws 1 through 7

Next Meeting Date/Location:

Monday, November 18 at 1:00 p.m. in the **Library of Qualicum Commons**
(please note change in location)

What is a Bylaw/Policy/Procedure??

Features	Bylaws	Policies	Procedures
Content	Governance of members Regulation of affairs such as Name and purpose; meetings; Board; officers; decision-making; Membership rights/limitations	Intent, Philosophy Expression of institutional culture Promotion of operational efficiency	Statements of how, when, who and sometimes what Step-by-step descriptions of the tasks required to Support the policies
Application	To control the internal affairs Of the organization	Widespread applications Guide decision making and create consistency from governance to management. Non-negotiable.	A detailed description of activities Tools for implementation by managers Somewhat negotiable according to Management's best practices.
Amended	Infrequently reviewed	Infrequently. Reviewed with each new strategic plan	Are subject to change and constant improvement
Broadness	Narrow focus related only to Internal affairs	Expressed in broad terms	Narrow and action oriented
Operations	Define the operations of the board	Answers major operational issues	Details the process of implementation of a policy.
Responsibility	Board of Education (Trustees, Superintendent and Secretary-Treasurer)	Board of Education with input from partner groups	Superintendent with input from Partner groups



Our Mandate:

Through the School Act, the Minister of Education has vested in the Board of Education the power and authority to govern the School District. Accordingly, the mandate of the Board of Education is to provide appropriate learning opportunities within the context of the Board of Education's Mission, Vision, Values and Strategic Priorities.

Vision:

Preparing today's learners for tomorrow's world.
Intruisons nos jeunes pour la monde demain.

Mission:

The Qualicum School District is a dynamic, flexible learning community that:

- provides personalized educational experiences that complement traditional disciplines and structures to honour the unique needs, strengths, interests and learning styles of our students;
- maintains a learning environment that fosters the development of empathy, respect and social responsibility in our learners through strong partnerships between home, school and the broader community;
- embraces a spirit of curiosity and a passion for lifelong learning that prepares our students **to become educated citizens** and challenges them to become informed, confident, and creative designers of their own future;
- **is committed to weaving Indigenous learning throughout the educational experiences of all learners; and,**
- **brings a trauma-informed lens to the work that we do with learners.**

Values:

In the Qualicum School District, we value:

- ~~Diversity, choice and flexibility in educational programming and structures~~
- ~~Experiential learning that builds relevant skills, knowledge and competencies~~
- ~~Personalization of learning based on an understanding of the unique needs, strengths and passions of each student~~
- **student voice, choice and partnerships;**
- **support for students' engagement in their learning;**
- **hands on learning that builds skills, knowledge and competencies;**
- **inclusion of all learners and system wide support for diversity;**
- **community partnerships in support of learning**
- **choice and flexibility in educational programming and structures;**



- **experiential learning that builds relevant skills, knowledge and competencies;**
- **personalization of learning based on an understanding of the unique needs, strengths and passions of each student;**
- educating the whole child – heart, body and mind
- social responsibility and environmental sustainability
- a collaborative mindset and the time for meaningful, focused collaboration
- innovation as a means of ensuring that we respond and adapt to a changing world and new understandings;
- use of technology to ~~empower teaching and~~ **enhance learning;**
- our connections with ~~a supportive community~~ **place and community;**
- recognition and celebration of success, effort and accomplishment; and,
- recognition and celebration of success, effort and accomplishment; and,
- experiences that bring joy in the pursuit of learning.

Guiding Principles for Organizational Decision-making:

- ~~Meeting the needs of the learners must be our primary focus.~~ **Our primary focus is to meet the needs of all learners where they are, and planning for the next steps in their journey.**
- The foundation of organizational health and success is trust relationships – we commit to clear, open communication that builds personal and public confidence in the work we do with and for our learners.
- Parents and the broader community are our partners in education - we must ensure that they are given meaningful roles in helping to shape the educational experience provided to students.
- People are the most valuable asset in our organization - we invest in this asset when we provide opportunities for them **for employees and volunteers** to further their own knowledge, skills and competencies in deep, purposeful and relevant ways.
- Stewardship of the public investment in education in our community is crucial – this requires an unwavering commitment to fiscal responsibility and allocation of resources based on identified needs and strategic priorities.
- Leadership is most powerful when responsibility and accountability are spread across the system at all levels – we expect everyone in our district to demonstrate a commitment to system change and improvement.
- We care deeply about the ~~results~~ **impacts** of our work – that is evident when we ~~seek to~~ access and use credible information to develop plans, ~~to~~ measure progress and ~~to~~ inform decision-making.
- **Public education has a key role to play in creating an understanding of the harm caused by colonialism and residential schools, as well as an obligation to move forward on a path toward reconciliation.**



Strategic Priorities:

Strategic Priority 1	Components
<p>Student-Centered Learning (Learner Focused)</p>	<ul style="list-style-type: none"> • Student choice in their learning • Student choice in their assessment methods • Student voice in the design of learning • Indigenous understandings at the forefront • Recognition of and support for unique needs • Flexible and responsive structures and programs • Varied and differentiated learning environments • Multiple pathways to success for learners • Inter-disciplinary approaches to teaching and learning • Co-curricular (complementary) learning opportunities • Technology as an embedded component of learning
Strategic Priority 2	Components
<p>Quality Teaching and Leadership</p>	<ul style="list-style-type: none"> • Learner-focused instruction and support • Multiple points of entry to learning for students • Differentiated instruction • Competency-based focus for teaching and learning • Commitment to the new curriculum • Improved assessment and evaluation practices • Continuous communication of student learning • Instruction oriented to “next steps” in learning • Support for experiential learning experiences • Commitment to self-reflection as part of learning • Use of technology as a support for learning • Collaboration with colleagues
Strategic Priority 3	Components
<p>Social/Emotional Learning</p>	<ul style="list-style-type: none"> • All learners “bringing themselves fully” to learning • Use of a trauma-informed lens in service to children • Focus on belonging, inclusion and connection • Commitment to health and well-being of all • Focus on supports for self-regulation of learners • Support for learners developing resiliency • Taking a growth-oriented approach to all learning • Ensuring optimal supports for vulnerable learners • Accessing all available resources in our communities



PROVISION OF MENSTRUAL PRODUCTS TO STUDENTS

(Page 1 of 1)

The Board of Education of School District 69 is committed to providing menstrual products to students who may require them.

The Board will:

- a. Ensure menstrual products are made available to students of all gender identities or expressions in a manner that protects student privacy;
- b. Provide for barrier free, easily accessible menstrual products at no cost to students;
- c. Provide menstrual products in school washrooms; and,
- d. Consider student feedback with respect to the provision of menstrual products.

DRAFT

This suggested policy is in response to the Ministry of Education's amendment of the Support Services for Schools Order and is the work of Audrey Ackah, Legal Counsel, BCSTA.



PURPOSE:

To set out the **structure of meetings and** rules for the conduct of meetings that will allow each Trustee to be heard and make informed decisions

I. RULES OF ORDER

1. Where these rules are silent and where not inconsistent with these Rules, *Robert's Rules of Order* shall apply to the conduct of meetings.
2. The Board may adopt a procedural Rule for one or more meetings by resolution of a simple majority of the Trustees present at the meeting. A Rule other than the requirement for notice of meetings may be suspended by unanimous consent of the Trustees present.
3. The Rules may be amended by Bylaw only, at a meeting of which notice of intention to propose the amendment has been given at the previous meeting.
4. The presiding officer's ruling on a point of order shall be based upon Rules of Order as stated in paragraph (1) above.
5. An appeal of a ruling of the presiding officer shall be decided without debate by a majority vote of Trustees present. When an appeal is successful it does not necessarily set a precedent.
6. All questions shall be decided by a vote on the motion.
7. These Rules shall be applicable to all regular, special and in-camera meetings of the Board.

II. MOTIONS

1. Motions shall be phrased in a clear concise manner so as to express an opinion or achieve a result. All motions shall be stated in the positive. The preamble does not form part of a resolution when passed.
2. The presiding officer may divide a motion containing more than one subject if the presiding officer feels this would produce a fairer or clearer result and the same shall be voted on in the form in which it is divided.
3. No motion, other than to postpone consideration of a question, or a procedural motion, shall be repeated during the calendar year except by the reconsideration process. (See Item 7 below.)
4. All motions must be seconded in order that they may be recognized by the Board Chair and allow debate to proceed.



5. All motions shall be subject to amendment except the following:
 - a. Motion that the question be now put.
 - b. Motion for adjournment of debate or adjournment of a meeting.
 - c. Motion to table unless such a motion contains a date for further consideration of the matter tabled.
 - d. Motion to refer to Committee.
 - e. Motion to proceed to next business.

6. **Amendment**

An amendment to a motion does not require notice. Only one amendment to an amendment shall be allowed and this shall be dealt with before the amendment is decided. Amendments must be strictly relevant to the main motion and not alter in a material way or be contrary to the principle embodied in the main motion.

7. **Reconsideration**

A question may be reconsidered only if notice of a request for reconsideration has been given at the previous meeting and if reconsideration is approved by a two-thirds majority of the votes cast.

III. **REGULAR BOARD MEETINGS**

1. There shall be one regular meeting of the Board of Education held on the fourth Tuesday in each calendar month at 6:00 p.m. during the regular school year.
2. Due to the Winter and Spring Break periods, the Regular Board Meetings in December and March will be held on a the second Tuesday of those two months.
3. During the summer months of July and August one regular meeting of the Board of Education shall be held on the last Tuesday in August at 6:00 p.m. No regular meeting will be held in July.
4. A quorum for all regular meetings shall be a majority of trustees holding office at the time.
5. At the appointed time for commencement of a meeting the presiding officer shall ascertain that a quorum is present before proceeding to the business of the meeting. If a quorum has not been made within one-half hour after the appointed time, the meeting shall stand adjourned until the next regular meeting date or until another meeting shall have been called in accordance with these Bylaws.
6. All regular meetings of the Board shall be open to the public.
7. Improper conduct at meetings shall be dealt with as set out in *the School Act*. Any person deemed by the presiding officer to be guilty of improper conduct shall be expelled.



8. The Secretary Treasurer or another employee designated by the Board must be present at the time that a decision of the Board is rendered and must record any decision.
9. The order of business at all regular meetings unless varied by resolution shall be as follows:
 - 1) Call to Order and Introductions
 - 2) Acknowledgement of Traditional Territory
 - 3) Adoption of the agenda
 - 4) Approval of the Consent Agenda
 - 5) Delegations/Presentations (10 minutes each)
 - 6) Business arising from the minutes.
 - 7) Mount Arrowsmith Teachers' Association
 - 8) Canadian Union of Public Employees, Local 3570
 - 9) District Parents Advisory Council
 - 10) Public Questions and Comments (written related to agenda items)
 - 11) Action Items
 - 12) Information Items
 - 13) Education Committee of the Whole Report
 - 14) Finance and Operations Committee of the Whole Report**
 - ~~145)~~ Policy Committee of the Whole Report
 - ~~156)~~ Reports from Representatives to Outside Organizations
 - ~~167)~~ Trustee items
 - ~~178)~~ New or Unfinished Business
 - ~~189)~~ Board Correspondence and Media
 - ~~1920)~~ Public Question Period (**on any topic**)
 - ~~2021)~~ Adjournment
10. A change to the prescribed order of business may be proposed by any trustee and shall require the consent of a simple majority without debate.
11. The agenda shall be prepared by the Secretary Treasurer and the Superintendent of Schools under the direction of the Chair and shall be available at the Board office by noon of the day preceding the Regular Board Meeting.
12. An addition to the agenda of any item not listed requires the consent of a simple majority without debate.
13. Minutes of all regular meetings shall be kept by the Secretary Treasurer in accordance with the *School Act*.
14. Minutes of all regular meetings shall be communicated electronically upon ratification by the Board.



IV. IN-CAMERA BOARD MEETINGS

1. The Board of Education may meet in-camera for the following purposes:
 - a. To discuss matters of collective negotiations between the Board and School District Staff.
 - b. To discuss acquisition, lease, sale or exchange of real property prior to completion.
 - c. To consider information regarding appointment, employment, dismissal and personnel matters.
 - d. Legal opinions and or claims respecting the liability or interest of the Board.
 - e. Matters pertaining to individual students including conduct, discipline, suspension or expulsion.
 - f. Medical examinations or examinations and medical reports.
 - g. Matters pertaining to the safety, security or protection of Board property.
 - h. Such other matters as the Board may decide.

- 2. Attendees at the Board in-camera meetings will include all trustees, the superintendent of schools, the secretary treasurer, the associate superintendent, and, by invitation, other senior management staff in relation to specific agenda items, including operations, human resources, labour relations and legal matters.**

- 2.3.** Minutes of an in-camera meeting shall be kept in the same manner as a regular meeting, shall be approved by the Board in an in-camera meeting and ratified by the Board in regular meeting. The minutes of an in-camera meeting shall not be filed with the minutes of regular meetings. A Section 72 Report, as per *the School Act*, shall be made available to the public following approval by the Board.

- 3.4.** An agenda, similar in format to that of a regular meeting, shall be prepared by the Secretary Treasurer and the Superintendent of Schools under the direction of the Chair. The proposed agenda shall be available at the Board Office by noon of the day preceding the meeting.

- 4.5.** The order of business at all in-camera sessions, unless varied by motion, shall be as follows:
 1. Call to order
 2. Adoption of the Agenda
 3. Approval of the Minutes
 4. Business Arising from the Minutes
 5. Personnel Items
 6. Action Items
 7. Information Items
 8. New or Unfinished Business
 9. Trustee Items
 10. Adjournment



- 5.6.** All newly elected School Trustees shall be invited to attend any in-camera Board meetings between the time of their election and the Inaugural Board Meeting.

V. SPECIAL MEETINGS

1. A special meeting of the Board of Education may be called by the Chair of the Board or, upon written request of a majority of the Trustees, may be called by the Secretary Treasurer. No business other than that for which the meeting was called shall be conducted at the meeting. **For public meetings, time** for public comments and/or questions will be included. Public Comments/Questions must be directly related to the topics on the special meeting agenda
2. All reasonable steps shall be taken to notify each Trustee 24 hours in advance of a special meeting.
3. In the event of crisis or catastrophe within the School District, all reasonable steps shall be taken to notify each Trustee immediately of a special meeting.
4. The Agenda shall be set by the Board of Education. The agenda shall be prepared by the Secretary Treasurer and/or the Superintendent of Schools under the direction of the Chair.

VI. DELEGATIONS

1. Delegations wishing to appear before the Board of Education shall provide a request in writing to the Secretary Treasurer by 9:00 a.m., the Monday one week prior to a Board meeting. The exception will be for statutory holidays that fall on the third Monday of the month that will require the request from the Delegation to be received by 9:00 a.m. on the Friday before the statutory holiday Monday. The request shall include the brief to be presented.
2. The Secretary Treasurer will advise the Board Chair of the request. The Board Chair, at his/her **the Chair's** discretion, will rule whether the Delegation will be heard by the Board. The period of time normally allocated to the delegation shall be ten minutes. The Secretary Treasurer will advise the delegation of the Board Chair's decision.
3. At the earliest opportunity following the Board's decision the Secretary Treasurer will contact the spokesperson of the delegation to advise the delegation of the Board's decision and subsequently, confirm the Board's decision in writing to the delegation.

VII. CONSENT AGENDA



1. The full agenda, including the consent items should be disseminated prior to the Board Meeting along with copies of reports and back up materials so that Board members can do their due diligence prior to voting.
2. As the first item of business the Board Chair should ask if anyone wishes to remove an item from the consent portion of the agenda.
3. The Board Chair then asks for a motion to accept the consent agenda.
4. Once the motion has been received, the Board Chair opens the floor for any questions or discussion on the items remaining on the consent agenda. The understanding, though, is that the board members have come prepared and, other than a quick point or question, they are comfortable voting for the items or they would have asked to have them removed.
5. If any items were removed from the consent agenda the Board Chair will determine where on the agenda those items will be discussed. Quickly reviewing the remaining items, the Board Chair will ask for any objections to the adoption of those remaining items. If none are offered all items on the consent agenda are considered to be passed.

What Belongs on the Consent Agenda?

Typical consent agenda items are routine procedural matters and decisions that are likely to be noncontroversial, including:

- Approval of minutes
- Reports for information only e.g. Enrolment Report
- Routine matters such as appointments to committees
- Field trip approvals
- Matters which do not appear to warrant a discussion
- **Information from the Ministry of Education or provincial organizations**

VIII. PUBLIC QUESTION PERIOD

1. The Board of Education encourages the participation of members of the public at each Regular Board Meeting.
2. Persons wishing to question the Board during the public question period should stand and identify themselves.
 - a. Questions at a Regular Board Meeting may deal with any topic related to the Board's conduct of the schools.
 - b. Questions at Special Board Meetings must be related to the call of the meeting.
3. Questions asked by the public will, when possible, be answered immediately by the Board Chair or referred to staff members present for reply. Questions requiring



investigation shall be referred to the Board Chair or administrative staff for consideration and later response.

4. A question period for the Press will be provided after the meeting adjourns.

IX. BOARD STANDING COMMITTEES

1. The Board will operate within three Board Standing Committees, all of which will be Committees of the Whole:
 - i. Education Committee of the Whole
 - ii. Finance and Operations Committee of the Whole
 - iii. Policy Committee of the Whole

2. The Board Chair will, on an annual basis, appoint the Chairperson of each of the Board's Standing Committees.

3. Any matters considered by a committee of the Board which have financial implications are to be referred to Finance and Operating Committee of the Whole for comment before the originating committee brings the matter to the Board.

4. Education Committee of the Whole:

Mandate: To discuss and make recommendations to the board on the general directions for education in the district, and to serve as a vehicle for regular reports to the board on educational programs and services.

Membership: The committee will consist of all five trustees, the associate superintendent, the director of instruction, the superintendent, and as topics require, the secretary treasure. The associate superintendent will serve as the lead for senior staff. By invitation, one representative from each of school-based administration, the Mount Arrowsmith Teachers Association (MATA), CUPE 3570 and the district parent advisory council (DPAC) would serve on the committee in an advisory capacity.

Operation: The trustee chair of the committee will host the meeting in a structured but informal manner. Presentations will be scheduled and introduced by the associate superintendent, and will be of a duration that makes sense for that topic at that time, as determined by the chair and associate superintendent. On matters of deliberation for the committee to refer to the board, the chair would invite administration and partner representatives to comment, and would seek the advice of senior staff present. The chair would then lead trustee deliberation on whether or not, and if so how, the matter would be referred to the board by way of a motion for a subsequent board meeting. The decision as to what would be referred to the board would be by consensus among trustees, with the chair being the final arbiter of the decision.

5. Finance and Operations Committee of the Whole:



Mandate: To discuss and make recommendations to the board on financial matters and matters pertaining to facilities, maintenance, technology and transportation.

Membership: The committee will consist of all five trustees, the secretary treasurer, the superintendent, the general manager of operations, and as topics require, the associate superintendent. The secretary treasurer will serve as the lead for senior staff. By invitation, one representative from each of school-based administration, the Mount Arrowsmith Teachers Association (MATA), CUPE 3570 and the district parent advisory council (DPAC) would serve on the committee in an advisory capacity.

Operation: The trustee chair of the committee will host the meeting in a structured but informal manner. Materials will be provided ahead of time by the secretary treasurer, with support from the general manager of operations for matters related to facilities, maintenance, technology and transportation. On matters of deliberation for the committee to refer to the board, the chair would invite administration and partner representatives to comment, and would seek the advice of senior staff present. The chair will then lead trustee deliberation on whether or not, and if so how, the matter would be referred to the board by way of a motion for a subsequent board meeting. The decision as to what would be referred to the board would be by consensus between the trustees, with the chair being the final arbiter of the decision. From time to time the finance and operations would have to operate in camera.

This committee will also serve as the Audit Committee of the Board. In that capacity the committee will:

- a. **Review the audited financial statements and once satisfied recommend approval by the board of the submission to the Minister of Education and publication of the audited statements;**
- b. **Review the Statement of Financial Information, specifically the compensation and expenses for employees;**
- c. **Oversee the internal control structure with a focus on safeguarding district assets;**
- d. **Review audit results with the external auditors and follow up on the implementation of the auditor's letter of recommendations;**
- e. **Review the nature and extent of other services provided by the auditor in relation to auditor independence;**
- f. **Monitor the development of and changes to accounting principles and practices and financial reporting standards, and their impact on the school district's financial reporting;**
- g. **Oversee engagement of external auditors including the terms of the audit engagement and appropriateness of proposed fees;**
- h. **Meet as necessary with the external auditors at an in camera meeting, without staff members present;**
- i. **Meet annually with the external auditor to review the financial statements;**



- j. Have a separate agenda and terms of reference which reflect best practice for audit committees.

6. Policy Committee of the Whole:

Mandate: To discuss and make recommendations to the board on all matters related to policy and bylaws.

Membership: The committee will consist of all five trustees, the superintendent, the secretary treasurer and the associate superintendent. The superintendent will serve as the lead for senior staff. By invitation, one representative from each of school-based administration, the Mount Arrowsmith Teachers Association (MATA), CUPE 3570 and the district parent advisory council (DPAC) would serve on the committee in an advisory capacity. The committee would be supported by the Executive Assistant, Board Governance and Operations.

Operation: The trustee chair of the committee will host the meeting in a structured but informal manner. Materials will be provided ahead of time by the superintendent. On matters of deliberation for the committee to refer to the board, the chair would invite administration and partner representatives to comment, and would seek the advice of senior staff present. The chair would then lead trustee deliberation on whether or not, and if so how, the matter would be referred to the board by way of a motion for a subsequent board meeting. The decision as to what would be referred to the board would be by consensus between the trustees, with the chair being the final arbiter of the decision. How matters get to the committee and are then processed by the board will be in accordance with Board Policy 7: Bylaw and Policy Development and Review.

7. Committee Meeting Times:

The time and dates for meetings for the ensuing year will be determined by the Board Chair in consultation with the Board and Executive Leadership Team.

X. CHIEF EXECUTIVE OFFICER

The Superintendent of Schools shall be the chief executive officer of the board and is responsible and accountable to the board for the effective and efficient operation of the school district.

The Superintendent of Schools will be responsible for ensuring the following:

- a. Leadership and direction is provided at all levels of the school system.
- b. The board is assisted in its short and long-term planning, and in working to achieve the board-approved goals.
- c. The district has an efficient and effective organizational structure and management system.
- d. Processes are in place for the supervision and evaluation of the district's schools, programs and services.
- e. Decisions and policies of the board are implemented.
- f. Resources are allocated based on board-approved budget levels.



- g. Communications within the district and through public and community relations are effective.
- h. A synergy is built within the district that challenges all employees to contribute to the success of the school system.

XI. EXECUTIVE COMMITTEES AND COMMUNICATIONS WITH THE BOARD

- a. The Executive Committee, composed of the Superintendent of Schools, the Secretary-Treasurer, and the Associate Superintendent, shall be chaired by the Superintendent of Schools.
- b. The executive committee shall administer the district and provide leadership in accordance with the Board's directives and policies.
- c. The Superintendent of Schools shall be the chief spokesperson for the executive committee and is responsible and accountable for the coordination and functioning of the executive committee.
- d. The Superintendent of Schools shall ensure that information, reports, and proposed resolutions shall be brought to the board table by the appropriate member of the executive committee, either directly, or in support of one of the standing committees as it reports to the board.
- e. Members of the executive committee may consult with individual trustees, or groups of trustees, or committees of the board, as necessary, to carry out their individual responsibilities. Individual trustees, or groups of trustees, or committees of the board may consult, as necessary, with one or more members of the executive committee.
- f. The Superintendent of Schools shall ensure that executive decisions and recommendations are reached, wherever possible, through discussion and collaboration. However, in cases where a consensus cannot be reached, the Superintendent of Schools shall, unless the issue is properly a matter to be decided by the board, resolve the issue at hand. In this event the Superintendent will report each such resolution to the Board at the next opportunity.

XII. TITLE

This bylaw may be cited as "School District No.69 (Qualicum) Meetings of the Board Bylaw No.3".

Read a first time the ____ day of _____, 20__.

Read a second time the ____ day of _____, 20__.

Read a third and final time, passed and adopted this ____ day of _____, 20__.

SECRETARY TREASURER

BOARD CHAIR



A bylaw to provide that the Board of Education shall indemnify a trustee, an officer or an employee of the Board against a claim for damages arising out of the performance of her/his **that person's** duties; and for an inquiry or proceeding involving the administration and conduct of the business of the school district; and will pay legal costs incurred in a court proceeding arising out of the claim or the legal costs arising from such inquiries or proceedings.

WHEREAS the *School Act* R.S.B.C. 1996 c. 412 provides that the Board of Education may by bylaw provide that the Board will indemnify a trustee, an officer, or an employee of the Board against a claim for damages against a trustee, officer, or employee of the Board arising out of performance of her or his **that person's** duties and, in addition, pay legal costs incurred in proceeding arising out of the claim;

AND WHEREAS the *School Act* R.S.B.C. 1996 c. 412 also provides that the Board may by bylaw indemnify a trustee, an officer, or an employee of the Board where an inquiry under Part 2 of the *Public Inquiry Act* or other proceeding involves the administration and conduct of business of the School District, and also pay legal costs incurred in a proceeding arising out of the inquiry or other proceeding;

NOW THEREFORE the Board of Education of School District No. 69 (Qualicum) in open meeting assembled enacts as follows:

1. Interpretation

In this bylaw, which may be cited as "Indemnification Bylaw No. 18":

- a. "Board" means the Board of Education of School District 69 (Qualicum);
- b. "trustee" means a member of the Board of Education of School District 69 (Qualicum);
- c. "officer" means a superintendent, **assistant associate** superintendent, secretary-treasurer, assistant secretary-treasurer, district principal, principal or vice principal of the Board;
- d. "employee" means all Board teaching and non-teaching personnel other than officers;
- e. ~~wherever the singular or masculine or neuter is used in this bylaw, the same shall be construed as meaning the plural, the feminine, or the body corporate whenever the context so requires.~~

2. Indemnification

- a. The Board shall indemnify a trustee, an officer, or an employee of the Board against a claim for damages against the trustee, officer, or employee arising out of the performance of her/his **that person's** duties and, in addition, pay the reasonable legal costs incurred by the trustee, officer, or employee in proceedings arising out of the claim except as otherwise provided for in this bylaw.
- b. The Board shall indemnify a trustee, an officer, or an employee where there is an inquiry under the *Public Inquiry Act* or other proceedings involving the administration and conduct of the business of School District No. 69 (Qualicum), and also pay reasonable legal costs incurred in such inquiries or proceedings, except as otherwise provided in this bylaw;



- c. The Board may, by affirmative vote of not less than 2/3 of all trustees, pay any sum required to indemnify a trustee, an officer or an employee if the prosecution arises out of the performance of his or her that person's Board duties, and costs necessarily incurred.
- d. Section 2(a), 2(b), and 2(c) apply in respect of a person who was a trustee, an officer, or an employee of the Board at the time he/she that person's performed the duties out of which the claim, inquiry or other proceeding arise, whether or not he/she that person is a trustee, an officer, or an employee at the time the claim for damages, inquiry, prosecution, or other proceeding arises, or any legal action arising out of the claim, inquiry or other proceeding is commenced or concluded except as otherwise provided in this bylaw;
- e. This bylaw applies only to:
 - i. the performance of duties by current or former trustees, officers, or employees; and
 - ii. inquiries or proceedings arising out of the administration and conduct of the business of School District No. 69 (Qualicum).

3. Administration of Medication

Without limiting the generality of Section 2, the Board's indemnification of trustees, officers, or employees against claims for damages as set out in Section 2(a) hereof, shall include, but is not limited to, claims arising from Board-authorized administration of medication to students, supervision of self-administration of medication by students, and performance of physical procedures relating to the medical needs of students.

4. Contracts

This bylaw refers to officer and employee employment contracts, including collective agreements, now in force or in force in the future. It does not supersede those contracts or collective agreements.

5. Exclusions

- a. In the event that insurance coverage is available to the trustee, officer, or employee with respect to the liability of the trustee, officer, or employee, the Board shall not indemnify the trustee, officer, or employee as the case may be until the available insurance coverage is exhausted.
- b. The Board shall not indemnify a trustee, officer, or employee against:
 - i. legal fees and/or liability resulting from an action or any other proceeding taken by the trustee, officer, or employee against the Board.
 - ii. liability and/or legal fees resulting from investigations or proceedings undertaken pursuant to the *Teachers Act* unless the Board agrees to the contrary by an affirmative vote of a majority of its members.
 - iii. a fine, penalty, or order imposed as a result of a conviction for a criminal offense.
 - iv. legal fees incurred in an appeal of any conviction, sentence, judgment, or order unless the Board agrees to the contrary by an affirmative vote of a majority of its members.



- v. liability and/or legal fees incurred by a trustee where there has been a determination by a Court that the trustee knowingly contravened Section 58 of the *School Act*. liability and/or legal fees incurred by a trustee, officer, or employee where there is a determination by a Court that the trustee, officer, or employee knowingly permitted and/or authorized an expenditure not otherwise authorized by an enactment.
- vi. liability incurred by a trustee resulting from any restitution ordered pursuant to Section 63(1)(b) of the *School Act*.
- vii. those matters for which the Board pursuant to its authority under Section 95(3) of the *School Act* may seek indemnity from an employee.
- viii. in respect of any complaint of harassment made against the trustees, officer or employee.

6. Legal Counsel

For those matters provided in Sections 2 and 3 of this bylaw, and not excluded by Section 5 and 6:

- a. the Board has the authority to appoint and instruct legal counsel; or,
- b. with the prior approval of the Board, the trustee, officer, or employee may retain legal counsel chosen by the trustee, officer, or employee, in which case the Board shall have the right to:
 - i. approve, in advance, any agreement for legal fees and disbursements;
 - ii. pay all or part of the legal fees and disbursements and to set a reasonable maximum for legal fees and disbursements;
 - iii. direct the defence and to settle or compromise a claim or action;
 - iv. review the account of the legal counsel pursuant to the *Legal Profession Act* and the trustee, officer, or employee shall include such a term in an agreement with her/his that person's legal counsel; and,
 - v. determine whether or not the trustee, officer, or employee will be reimbursed by the Board for legal fees or any portion of the legal fees that have been paid by the trustee, officer, or employee prior to the approval of the Board.

7. Amounts Payable

Any amount that may be payable by the Board shall be reduced by any court costs awarded and paid to the trustee, officer, or employee.

8. Advancing Legal Costs

The Board may advance legal costs to the trustee, officer, or employee prior to the final resolution of a claim or action in order to prevent undue hardship. When the Board advances such costs to a trustee, officer, or employee, the trustee, officer, or employee shall provide written authorization for the Board to deduct an amount equivalent to the costs advanced from future funds payable to the trustee, officer, or employee by the Board. The authorization shall only be used by the Board if it is determined at a later date that the trustee, officer, or employee is not entitled to be indemnified pursuant to the terms of this bylaw.



9. Severability

If any section or lesser portion of this bylaw is held invalid, the invalidity shall not affect the validity of the remaining portions of this bylaw.

10. Citation

This bylaw may be cited for all purposes as Board of Education of School District No. 69 (Qualicum) "Indemnification Bylaw No. 6".

TITLE

This bylaw may be cited as "School District No.69 (Qualicum) Indemnification Bylaw No.6".

Read a first time this ___ day of _____, 2019.

Read a second time this ___ day of _____, 2019.

Read a third and final time, passed and adopted this ___ day of _____, 2019

CHAIRPERSON OF THE BOARD

SECRETARY TREASURER



Memo

Date: September 26, 2019
To: Policy Committee of the Whole
From: Dr. Keven Elder, Superintendent of Schools
RE: Policy Manual Review – Long Term Project

Further to policy development discussions of the past few months, it may be time for the Board to consider a long term project designed to ensure consistency and clarity within and among the Board's bylaws and policies. The following parameters may be worth using as a foundation for an extensive review of the language and content of all bylaws and policies:

1. Policy Format:
Consideration of the following as the standard for all policies (bylaws would be excepted as they are designed for specific statutory reason).
 - a. Context (preamble, whereas, background, reason for the policy)
 - b. Policy Statement (the action or direction required by the Board)
 - c. Guiding Principles (Board beliefs)
 - d. Definitions
 - e. References (contractual, statutory, policy)
 - f. Dates of Adoption and Amendment
2. Administrative Procedure Format:
Review all Aps to ensure clarity with respect to roles and responsibilities, steps, timelines and accountability.
3. Definitions:
Ensuring that each policy has definitions embedded as necessary.
4. Language:
Consideration of
 - a. Level of language
 - b. Minimal use of language
 - c. Redundancies
 - d. Use of bold, underline and capitals
 - e. Pronouns
 - f. Spelling protocols
5. Consistency:
Ensuring consistency between and among policies, as well as linkages between policies for inclusion in the references section of each policy.
6. References:
Ensuring appropriate statutory, contractual and policy references are in each bylaw and policy.
7. Adherence to Board Guidelines:
Ensuring that all bylaws and policies are developed or amended in ways that align with the Board Bylaw 7 and its guiding questions.
8. Renumbering:
Consideration of renumbering for clarity.

Submitted for consideration, with respect,

Keven



SD69 QUALICUM

Finance & Operations Committee of the Whole Report
Monday, October 15, 2019
Forum - PCTC
10:30 a.m.

Mandate:

To discuss and make recommendations to the board on financial matters and matters pertaining to facilities, maintenance, technology and transportation.

Attendees:

Trustees Flynn (Chair), Kurland, Young, Austin, and Godfrey
Keven Elder, Superintendent of Schools
Ron Amos, Secretary Treasurer
Chris Dempster, General Manager of Operations
Gillian Wilson, Associate Superintendent of Schools
Lesley Rowan, QDPVPA Representative
Debbie Comer, MATA Representative
Andrea Button, DPAC Representative

Presentations:

None

Items Discussed:

- Project Updates – Staff provided updates on the various projects being rolled out in the district including:
 - Copier Replacement – most elementary and department sites have new units up and running, secondary schools will be completed in the next couple weeks. Seems to have gone well as staff has been trained with the new fobs and students can also log in to units to produce their printed work
 - PowerSchool(Atrieve) Roll Out - now in its second week of rollout for all staff to record their own absences; training went smoothly as trainers were able to go from site to site, giving staff an opportunity to see the new process. Some additional training still to be done
 - Capital – sprinkler installation at Qualicum Commons is now complete; Bowser playground is installed with some additional work on the surrounding area.
 - Solar – panels are installed at Nanoose Bay Elementary and are operational
- October Enrolment Update
 - Secretary Treasurer Amos reported that the September 30th student count has now been submitted, noting that these are still preliminary numbers subject to change due to the verification process with the Ministry. Reviewing the enrollment summary, he noted that enrolment is up approximately 60 FTE over projections, adding that elementary numbers were as projected and the growth is at the secondary schools. Associate Superintendent Wilson shared that, with the growth in enrolment and unique student needs, additional staff is being resourced to meet the staffing needs.

- Quarterly Financial Summary
 - Secretary Treasurer Amos provided the first quarters financial summary, up to September 30, reviewing the revenues and expenditures as compared to the budget and to the same period one year ago. He reminded attendees that some expenditures track to a 10-month educational year while others track to a 12-month operational year. Also provided were financial summaries for capital projects and special purpose funds.
 - A report summarizing the international program and the rental properties led to a discussion on the relative contributions of these programs to the whole organization.

- Daycare Modulars
 - Secretary Treasurer Amos updated the Committee with information that staff was preparing an application to submit for Childcare Capital funding. Staff has had discussions on the organizational support for possible child care programs and will be updating the Board throughout the process.

- Ballenas Track Steering Committee Update
 - Superintendent Elder provided on update on the work to date. The Task Force will be finalized in the next couple of weeks.

Recommendations to the Board:

None

Future Items (*dated as possible*):

None

Next Meeting Date/Location:

- Monday, November 18th at 10:30
Library of Qualicum Commons (note change to location)

SCHOOL DISTRICT NO. 69 (QUALICUM)
2019-2020 Financial Summary

2019-10-09

	2018/19				2019/20		
	Amended Budget	YTD Sep-18	% of Budget	Actual	Annual Budget	YTD Sep-19	% of Budget
REVENUE							
PROVINCIAL GRANTS							
Operating Grant	41,210,020	4,997,903	12.1%	41,437,983	41,871,867	5,086,673	12.1%
Other MOE Grants-Additional grant	426,341			426,341	784,115		0.0%
Other MOE Grants-Pay Equity	936,176	30,519	3.3%	936,176	936,176	30,519	3.3%
Other MOE Grants-Misc	60,000		0.0%	163,666	60,000		0.0%
TOTAL MINISTRY OF ED GRANTS	42,632,537	5,028,422	11.8%	42,964,166	43,652,158	5,117,192	11.7%
OTHER REVENUES							
Other Provincial Revenues	101,450	5,075	5.0%	169,625	101,450	27,420	27.0%
Offshore Tuition	4,100,000	1,387,051	33.8%	4,005,703	4,100,000	1,372,454	33.5%
Miscellaneous other	150,000	50,533	33.7%	159,387	150,000	57,420	38.3%
Rental and Leases	650,000	663,592	102.1%	699,144	650,000	668,665	102.9%
Investment Income	300,000	79,867	26.6%	287,405	300,000	87,147	29.0%
TOTAL OTHER REVENUE	5,301,450	2,186,118	41.2%	5,321,264	5,301,450	2,213,106	41.7%
TOTAL REVENUES	47,933,987	7,214,540	15.1%	48,285,430	48,953,608	7,330,298	15.0%
EXPENDITURES							
SALARIES AND BENEFITS							
Teachers	18,033,301	1,848,931	10.3%	18,349,632	18,520,319	1,884,496	10.2%
Principals and Vice Principals	2,982,403	728,358	24.4%	2,979,831	2,929,877	765,251	26.1%
Educational Assistants	3,594,542	255,227	7.1%	3,256,262	3,737,695	342,029	9.2%
Support Staff	4,836,586	956,368	19.8%	4,732,464	4,934,216	999,394	20.3%
Other Professionals	1,630,241	388,164	23.8%	1,713,084	1,767,784	438,799	24.8%
Substitutes	1,386,855	217,272	15.7%	1,812,702	1,397,532	256,526	18.4%
Benefits	8,654,667	1,213,900	14.0%	8,529,179	8,874,014	1,229,944	13.9%
TOTAL SALARIES AND BENEFITS	41,118,595	5,608,220	13.6%	41,373,154	42,161,437	5,916,439	14.0%
Benefits as a % of Total Salaries	26.7%	27.6%		26.0%	26.7%	26.2%	
SUPPLIES AND SERVICES							
Services	2,966,330	581,513	19.6%	3,183,414	2,900,630	740,035	25.5%
Training and Travel	549,085	69,555	12.7%	503,771	579,085	76,516	13.2%
Rental and Leases	5,000	1,517	30.3%	10,553	5,000	516	10.3%
Dues and Fees	71,000	41,860	59.0%	74,419	71,000	39,716	55.9%
Insurance	164,000	64,295	39.2%	149,560	164,000	87,282	53.2%
Supplies	1,958,504	362,542	18.5%	2,140,818	1,973,652	444,130	22.5%
Utilities	1,016,000	154,069	15.2%	898,395	1,016,000	157,896	15.5%
Capital Equipment	418,550	208,253	49.8%	100,677	418,550	130,925	31.3%
TOTAL SUPPLIES AND SERVICES	7,148,469	1,483,604	20.8%	7,061,607	7,127,917	1,677,016	23.5%
TOTAL EXPENDITURES	48,267,064	7,091,824	14.7%	48,434,761	49,289,354	7,593,455	15.4%
NET REVENUE (EXPENDITURE)	-333,077	122,716		-149,331	-335,746	-263,157	
Budgeted Use of Surplus	333,077	0			335,746	0	
Surplus (Deficit), for the Year	0	122,716		-149,331	0	-263,157	

SCHOOL DISTRICT NO. 69 (QUALICUM)
2019-2020 Financial Summary

2019-10-09

	2018/19				2019/20		
	Amended Budget	YTD Sep-18	% of Budget	Actual	Annual Budget	YTD Sep-19	% of Budget
<u>INSTRUCTION</u>							
Regular Instruction	21,573,536	2,438,713	11.3%	21,976,119	21,694,280	2,624,312	12.1%
Career Programs	725,589	77,484	10.7%	839,704	728,365	92,585	12.7%
Library Services	1,097,100	105,735	9.6%	1,097,285	1,109,724	125,225	11.3%
Counselling	949,346	105,059	11.1%	899,872	959,214	109,132	11.4%
Special Education	6,900,979	658,657	9.5%	6,760,634	7,380,407	752,191	10.2%
English as a Second Language	77,193	8,618	11.2%	79,271	78,206	8,771	11.2%
Aboriginal Education	569,848	72,524	12.7%	565,872	667,162	79,049	11.8%
School Administration	3,743,212	790,044	21.1%	3,680,377	3,795,954	797,318	21.0%
Off Shore Students	2,977,228	513,391	17.2%	2,977,106	2,985,349	573,783	19.2%
Other	46,765	10,789	23.1%	44,577	47,278	12,029	25.4%
Function 1 - Instruction	38,660,796	4,781,014	12.4%	38,920,817	39,445,939	5,174,395	13.1%
<u>DISTRICT ADMINISTRATION</u>							
Educational Administration	584,950	126,468	21.6%	689,033	595,533	154,448	25.9%
School District Governance	243,843	63,860	26.2%	231,806	194,126	74,220	38.2%
Business Administration	1,469,458	328,633	22.4%	1,419,262	1,373,027	432,447	31.5%
Function 4 - District Administration	2,298,251	518,961	22.6%	2,340,101	2,162,686	661,115	30.6%
<u>OPERATIONS AND MAINTENANCE</u>							
Operations and Maintenance Admin	537,714	224,635	41.8%	604,040	541,942	150,044	27.7%
Maintenance Operations	3,219,715	922,951	28.7%	3,533,359	3,565,297	1,035,010	29.0%
Maintenance of Grounds	290,689	65,339	22.5%	300,735	293,293	78,208	26.7%
Utilities	1,136,000	154,069	13.6%	1,026,703	1,136,000	157,896	13.9%
Capital Equipment	418,550	208,253	49.8%	100,677	418,550	130,925	31.3%
Function 5 - Operations and Maint	5,602,668	1,575,247	28.1%	5,565,514	5,955,082	1,552,083	26.1%
<u>TRANSPORTATION AND HOUSING</u>							
Transportation and Housing Admin	157,870	31,464	19.9%	135,375	159,523	30,050	18.8%
Student Transportation	1,529,479	185,138	12.1%	1,465,154	1,548,124	174,813	11.3%
Housing/Boarding	18,000	0	0.0%	7,800	18,000	1,000	5.6%
Function 7 - Transportation and Housing	1,705,349	216,602	12.7%	1,608,329	1,725,647	205,863	11.9%
TOTAL FUNCTION 1-7	48,267,064	7,091,824	14.7%	48,434,761	49,289,354	7,593,456	15.4%

SCHOOL DISTRICT NO. 69 (QUALICUM)
2019-2020 Financial Summary

2019-10-09

	2018/19				2019/20		
	Amended Budget	YTD Sep-18	% of Budget	Actual	Annual Budget	YTD Sep-19	% of Budget
Special Purpose Fund (SPF) Budget							
Annual Facility Grant	199,346	199,346	100.0%	199,346	199,346	199,347	100.0%
Learning Improvement Fund	159,201	9,493	6.0%	159,201	157,126	25,889	16.5%
Service Delivery/Coding	0		0.0%	30,000	0		0.0%
Classroom Enhancement Fund (incl. overhead)	3,556,739	336,876	9.5%	3,541,764	3,203,512	384,724	12.0%
School Generated Funds	1,500,000		0.0%	1,305,049	1,300,000		0.0%
Strong Start	96,000	470	0.5%	96,000	96,000	449	0.5%
Ready, Set, Learn	19,600	92	0.5%	19,600	19,600	0	0.0%
French Funds	101,323	6,788	6.7%	124,427	101,323	10,775	10.6%
Community Link	372,025	27,036	7.3%	372,025	375,902	27,708	7.4%
Special Purpose Funds-Total Expenses	6,004,234	580,101	9.7%	5,847,412	5,452,809	648,892	11.9%
Operating-capital/equipment							
Technology Plan	225,000	173,866	77.3%	230,090	225,000	101,746	45.2%
Scdy Shop Equipment	40,000	3,604	9.0%	62,935	40,000	1,897	4.7%
Copiers	44,000		0.0%		44,000		0.0%
Custodial Equipment	9,550		0.0%		9,550		0.0%
Vehicles	100,000	30,783	30.8%	37,733	100,000	27,282	27.3%
Tribune Bay-Capital							
	418,550	208,253	49.8%	330,758	418,550	130,925	31.3%
Other Projects							
Errington Parking Lot (RC/AFG)	289,899	231,192	79.7%	289,899			
IT Wiring (LC)	274,074	0	0.0%	138,085	135,989	2,200	1.6%
QC Capital work (LC)	200,000	0	0.0%	28,459	171,541	107,538	62.7%
Bylaw Capital							
AFG	780,564	313,961	40.2%	780,564	780,564	291,761	37.4%
SEP	876,620	729,862	83.3%	876,620	763,680	379,832	49.7%
Playground					105,000	0	0.0%
Bus	780,535	465,553	59.6%	465,553	442,765	0	0.0%
	2,437,719	1,509,376		2,122,737	2,092,009	671,593	

SCHOOL DISTRICT NO. 69 (QUALICUM)
2019-2020 Financial Summary

2019-10-09

	2018/19				2019/20		
	Amended Budget	YTD Sep-18	% of Budgt	Actual	Annual Budget	YTD Sep-19	% of Budgt
International Student Program							
Tuition Fees	2,250,000			2,261,366	2,250,000		
Homestay/Boarding	1,400,000			1,292,020	1,400,000		
Administration fees	100,000			90,037	100,000		
Other							
Activities	50,000			71,046	50,000		
Short Term programs	100,000			104,507	100,000		
Summer programs	200,000			186,726	200,000		
Total Revenues	4,100,000			4,005,702	4,100,000		
Wages and Benefits	892,476			879,996	867,049		
ISP dept costs	400,000			94,763	400,000		
School supplies	200,000			200,000	200,000		
Recruiting	337,000			359,165	337,000		
Programs	90,000			212,598	90,000		
Boarding	1,230,000			1,361,748	1,230,000		
Medical	61,300			76,066	61,300		
Total Expenses	3,210,776			3,184,336	3,185,349		
Net revenue	889,224			821,366	914,651		
Rentals							
Family Place	207,600			208,000	207,600		
Qualicum Commons	183,500			184,500	183,500		
Craig Street Commons	113,900			145,500	113,900		
French Creek School	65,000			93,000	65,000		
Winchelsea	10,000			17,000	10,000		
Daycares	20,000			15,000	20,000		
Evening rentals	50,000			36,144	50,000		
	650,000			699,144	650,000		
Custodial				201,500			
Utilities				194,700			
Insurance				51,500			
Capital improvements				60,000			
				507,700			
				191,444			